



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of April 9, 2015

MINUTES

Committee members in attendance: Joseph Piantedosi (JP); Jim Shea (JS); Stuart Trout (ST)

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: Ron Scaltreto, Facilities Department operations manager

Chairman JP called the meeting to order at 3:02 P.M. at Bedford Town Hall. He began with agenda Item 13, draft minutes of the 3/09/15 meeting. JP proposed to edit the last bullet point on page 1. ST made a motion to accept the 3/09/15 minutes as edited. JS seconded the motion, and it passed by a unanimous vote.

Item 2, Depot building renovation/restoration project update:

- JP reported that Campbell Construction was working inside the Depot yesterday.
- The Unit 1 tenant requests permission to replace the wooden door between the foyer and Unit 1 with a glass door that the tenant would furnish and install. JP said the proposed change is okay with the Code Enforcement Department.

WM arrived at 3:06 P.M. and RS arrived at 3:07 P.M.

- TA said that the Facilities Department and the Unit 1 tenant will paint and install trim in the Depot foyer. The tenant is to be credited about \$200 for contributing towards this work. The Facilities Department will supply the materials.

RR arrived at 3:09 P.M.

- An adjustment needs to be made at the second floor stair landing to prevent a tripping hazard.
- The sign vendor has completed all signs that were ordered except the street directory sign. The vendor is to install the completed signs.
- JP conveyed that the Unit 1 tenant plans to move into its rented space in mid- to late April.
- TA informed the architect that a complete affidavit has yet to be submitted to the Town.

Item 3, Depot signal masts:

- TA said that installation of the Depot signal masts would be assessed at labor time and material costs.
- RS said he brought a sample of an original Depot signal mast to a wood dealer who thinks it might be hemlock or fir.
- RS and JP are to visit a local vendor to evaluate their cedar masts.

Item 5, Parking at the Depot Park Complex

- JP said he spoke with Depot tenants about parking at Depot Park and the Town's dumpster that is adjacent to the Depot.
- RS and JP will look for alternate locations to place the dumpster so that it does not use a parking space.
- JP proposed that parking spaces near the Depot be restricted for tenant and building visitor uses. JS expressed concern about granting exclusive parking privileges to private parties in a public parking lot. He noted that the parking lots were built with Transportation Enhancement funds to support the bikeway and Depot Park. ST prefers that parking be allocated on a first come, first serve basis, but understands tenant concerns about a limited number of spaces that can fill up quickly when the bikeway is active. JS suggested that we take a cautious approach and perform a study of parking lot usage before recommending any parking restrictions. JP recommended that eight spaces directly in front to the Depot be reserved for tenants and visitors of the Depot. The restriction would not be enforceable. WM said it should be a temporary experiment. ST made a motion to recommend approval of a sign to be installed at the Depot that indicates the eight spaces in front of the building are for the use of Depot tenants and visitors between the hours of 8:00 A.M. and 5:00 P.M., Monday through Saturday, and that this restriction be on a trial basis. JP seconded the motioned, and it passed by a unanimous vote. The DPW is to make an appropriate sign to attach to the platform's skirt.
- RR noted that handicap parking spaces require freestanding signs.
- JS suggested that letters be sent to businesses adjacent to Depot Park to request that their employees and customers not be directed to park at the Town's Loomis Street and Railroad Avenue parking lots.
- JS noted that a Taylor & Lloyd front-end loader was removing snow the Town's Railroad Avenue lot two nights ago. The committee discussed the company's use of the Town's parking lot for its employees.

Item 7, Depot tenant signage

- JP reported that the Unit 4 tenant wishes to place a sandwich board sign on the sidewalk in front of the Depot. RR checked the Sign Bylaw and informed the committee that such a request must go before the Zoning Board of Appeals.

Item 6, 54 Loomis Street easement

- JP reported on a meeting that he, RS and RR had with the 54 Loomis Street developer on 3/07/15. JP distributed a copy of his notes from the meeting.
- The parties agreed that the Town will submit a draft rewrite of the existing agreement for the easement area on the eastern side of the Depot Building. This area is to receive upgrades by the property owner and will continue to be available for public use.
- The developer is to provide the Town with title documents and cut sheets and construction details concerning modifications they plan to make to the easement area.
- The 54 Loomis Street condominium association is to assume responsibility for mowing the grass in the easement area.
- Town Counsel is to draft the new easement agreement. RR believes we have up to one and a half years to execute a new easement agreement with the property owner.

Item 8, Depot Park custodial coverage

- JP distributed a page of proposed custodial duties at the Depot Building. He feels the tasks should take about one hour of time to complete each day.
- P said that the Unit 1 tenant is agreeable to performing the Depot custodial duties in exchange for a rent credit of \$156 per month and the use of a small closet. JS questioned who from the Town would ensure that the work is being done each day.
- TA distributed an outline of custodial duties needed at Depot Park, the Freight House, Depot Building, railroad car and the grounds. Time estimates for each responsibility are shown. The total estimated custodial time for each day is 2 hours and 30 minutes.
- JS suggested that a cleaning/custodial company be hired to perform all daily custodial duties at the Depot Park complex.
- Ron Scaltreto said that the current arrangement is for a Facilities Department custodian to perform Depot Park custodial duties on weekdays at 30 minutes straight time and 30 minutes overtime each day, and for a contractor to maintain the Freight House public restrooms on weekends at 60 minutes straight time each day.
- JP suggested that the current custodial arrangements be continued until other options come into better focus.

Item 9, Depot Park financial reports

- TA distributed a Depot Park Revolving Fund statement dated 4/08/15. The current account balance is \$57,654.06.
- TA said the December 2014 utility bill for Unit 1 was waived for the tenant.
- The committee contemplated how much of the Freight House electric bill is for the exterior and parking lot lights.
- JS noted that proceeds from snack and beverage sales at the Freight House in 2014 contributed \$4,252.21 to the Revolving Fund.
- TA is to look into any rents that are due from the Unit 1 tenant.

Item 11, Miscellaneous business and baggage cart restoration

- RS said restoration of the second baggage cart is almost complete. He and JP discussed signage for the cart and its location adjacent to the Depot.
- JS reminded Ron Scaltreto that the Freight House air conditioning has been inoperative since last October. JS is unsure whether the heating and cooling systems in both the Freight House and railroad car receive periodic preventative maintenance or changes of air filters.
- JS noted that the crosswalk signals at the South Road/Railroad Avenue/Loomis Street intersection occasionally activate on their own. RS said he will have them checked.
- JP conveyed a message from the Unit 1 tenant that requests he be allowed to make cosmetic improvements to the foyer such as filling in gaps and painting trim. Ron Scaltreto said he could provide the tenant with paint that would match the existing color scheme. Also, the tenant wishes to install a glass door between the hallway and the Unit 1 entrance. The committee members signaled they approve of these requests.

Item 12, New business

- The committee discussed a proposal by Kenneth Larson, owner of the building at 111 South Road, to obtain a special permit from the Planning Board to convert part of his building to retail/restaurant use. He also proposes to convert three spaces in the Railroad Avenue parking lot to “parklets,” landscaped areas that would be used for outdoor eating. RR said that Mr. Larson met with him about the proposed project. Any conversion of parking spaces in the Town’s lot would require a revised easement agreement between the Town and Mr. Larson, RR explained. JP feels that given the parking needs of Depot Park and Minuteman Bikeway users, any public parking spaces the Town might relinquish to the business should be compensated for by Mr. Larson on his lot that is on the opposite side of Railroad Avenue.
- JS said the Freight House is to open for the season during the upcoming weekend.
- TA believes the Freight House platform can be repainted this summer after the Facilities Department has the services of a part-time painter.
- JS noted that the ends of metal railings on the Depot steps are damaged, possibly from a truck backing into them, and that at least two upright handicap parking signs are missing from the Railroad Avenue parking lot.

JP said the next committee meeting is scheduled for Monday, May 11, at 2:00 P.M.

At 4:59 P.M., ST made a motion to adjourn the meeting. JP seconded the motion, and it passed by a unanimous vote.

Submitted by:

Jim Shea, Clerk

These minutes were approved by a vote of 2-0-0 at the meeting of 5/11/15.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 4/08/15
- Depot construction items and pending tasks list, dated 4/08/15
- Depot Building Proposed Custodial Work, prepared by JP, dated 4/08/15
- Custodial Requirements at Depot Park, prepared by the Facilities Department
- Notes from meeting with 54 Loomis Street developer, dated 3/27/15
- Depot Park Revolving Fund financial statement, dated 4/08/15