



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of May 11, 2015

MINUTES

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

Committee members not in attendance: Stuart Trout

Ex-officio committee members in attendance: Taissir Alani, Facilities Director (TA); Roy Sorenson, DPW Director (RS); William Moonan, Selectman liaison (WM)

Ex-officio committee members not in attendance: Rick Reed, Town Manager

Others in attendance: Marcia Pyles, Facilities Department

Chairman JP called the meeting to order at 2:05 P.M. at Bedford Town Hall. He began with agenda Item 4 on the agenda.

Item 4, Depot Building and Depot Park-Related Projects:

- JP conveyed to Marcia Pyles a receipt from the Unit 1 tenant in the amount of \$171.58 for materials used by the tenant to paint the Depot foyer. They discussed how to reimburse the tenant for this expense. Ms. Pyles said the Town will not pay for sales tax on bills. JP and Ms. Pyles agreed to issue the refund to the tenant in the form of a one-time rent credit that is equal to the amount of the bill.

WM arrived at 2:08 P.M.

Item 2 Depot Building Restoration/Renovation Project:

- TA recapped options provided by the architect for procurement and installation of the signal masts. If the Town does the purchasing of materials and performs installation of the masts, the contractor would reimburse the Town for these expenses.
- TA said the architect has not yet submitted project completion documents that are required by the Code Enforcement Department.
- JP noted that metal handrails have not yet been installed on the steps that are closer to the bikeway.
- TA reported that the contractor is due about \$19,000. He is unsure whether the architect has been paid in full.
- TA said the Town has not yet received the supplemental funding payment from the Massachusetts Historical Commission. He is uncertain about the balance remaining in the Depot exterior restoration project budget.
- JP wishes to see completed the exterior painting on the Depot (item #5 on the project list) and painting or staining of the Freight House platform.

- JS pointed out that nails are popping up on some Freight House platform boards, which can cause a tripping hazard, and that several round post caps are either missing or loose. JP suggested that the post caps be replaced with flat pieces.
- JP requested that the Depot basement bulkhead be replaced.
- JP highlighted item #15 on the project list, a hole in the Depot's facade that ought to be filled in and painted.
- TA said that the Freight House exterior painting project was deleted from the FY 2016 Facilities Department capital projects plan just prior to Annual Town Meeting.

RS arrived at 2:24 P.M.

- JP thanked RS for having the area behind the Depot cleaned up.
- JP and RS plan to meet at the Depot to discuss installation of a restricted parking sign in front of the building.
- RS said that the DPW removed the "Public Parking" sign that was at the entrance to the Loomis Street parking lot. The intent is for bikeway users to park in the Railroad Avenue lot.
- JS suggested that the area around the new exterior sign at the Depot be mulched.
- RS reported that the damaged split-rail fence between the Loomis Street parking lot and the bikeway has been repaired. He will look at the damaged fence that is adjacent to South Road.
- WM inquired who attached large "80" numerals to the Depot facade. JP said the Unit 1 tenant did this without permission and was asked to remove them. JP suggested that we could attach smaller wooden street numbers to the building.
- The committee discussed an advertising banner that the Unit 1 tenant attached to the Depot railing. JP said the tenant would need to apply to the Code Enforcement Department for a permit to display a "grand opening" sign for up to 30 days.
- JP recommended that tenant mailboxes for the foyer be purchased from Home Depot.

Item 6, 54 Loomis Street Easement

- RS said it is okay for the developer to remove a tree that is on the easement area and close to the Depot. It is on private property, not Town land.
- JP expects the developer to work on easement area improvements this summer.
- JP recapped a need to revise the existing easement agreement between the property owner and the Town.

Item 7, Depot Park Custodial Coverage

- JP said the Unit 1 tenant offered to be responsible for Depot common area cleaning in exchange for a rent credit of \$156.00 per month. TA asked whether the tenant would perform custodial duties on weekends. JP replied that the tenant would do the work on weekdays only.
- Marcia Pyles and TA are unsure whether the Depot tenants are currently paying for Depot common area cleaning expenses. WM expressed that the tenants should be

paying for all common area expenses. JP said he checked a tenant lease and he believes payment of custodial expenses are required by the agreement.

- JS said that the Depot common areas ought to receive regular and thorough custodial service, regardless of whether the job is performed by a Town employee, a contractor or a tenant. He pointed out that the grounds near the building also need routine attention. Weeds and saplings are growing in the landscaped island in front to the Depot, he said.

Item 8, Financial Reports

- Marcia Pyles distributed a Depot Park Revolving Fund financial statement dated 5/11/15. The current account balance is \$58,036.76.
- Ms. Pyles reported that all tenants are up to date on their rents.
- Recent expenses include a Facilities Department labor charge to unclog a toilet in the Freight House public restrooms and the cost of a part to repair the Freight House air conditioning system.
- WM commented that the Finance Committee is giving scrutiny to the Town's revolving and gift accounts.

Item 3, Depot Signal Masts

- JP and RS are to go to a Littleton lumber company tomorrow to inspect possible candidates for the Depot signal masts. This vendor quoted \$2,655.00 for two cedar masts. RS mentioned that a vendor in New Jersey also has the desired material, but transportation charges would be an added cost.

Item 10, Miscellaneous Business

- RS said restoration of the second baggage cart ought to be completed next week.
- The committee discussed recent action by the Planning Board to award a special permit to Kenneth Larson to operate a retail or food establishment at 111 South Road. Mr. Larson proposes to convert a number of spaces in the Town's Railroad Avenue parking lot to outdoor seating areas for the benefit of a possible future tenant. JP said he objects to any net loss of spaces in the lot. The committee plans to make a recommendation to the Selectmen after obtaining more information about Mr. Larson's proposal.

Item 12, Minutes of 4/08/15 Meeting

- JP made a motion to accept the draft minutes of the April 8 meeting. JS seconded the motion, and it passed by a unanimous vote.

JP said he will e-mail committee members to set a date for the next meeting.

At 3:17 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 vote of 2-0-1 at the meeting of 8/03/15.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 5/11/15
- Depot construction items and pending tasks list, dated 5/10/15
- Receipt from Unit 1 tenant for supplies used to paint Depot foyer, dated 4/26/15
- Depot Park Revolving Fund financial statement, dated 5/11/15