



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of October 27, 2015

MINUTES

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

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

Others in attendance: Marcia Pyles, Facilities Department, Information and Procurement Analyst; Ronald Scaltreto, Facilities Department, Operations Manager

Chairman JP called the meeting to order at 3:01 P.M. at Bedford Town Hall.

Item 2, Proposal from Larson Properties LLC to use spaces in Railroad Avenue parking lot for outdoor seating:

- JS conveyed that according to the committee's Planning Board liaison, Larson Properties plans to rent retail space to a photography shop versus an eatery. JP recapped that Larson Properties has withdrawn its earlier request to convert parking spaces for a tenant.

RR arrived at 3:03 P.M.

Item 3, Depot Building status:

- TA reported that the Town has closed out the Depot exterior restoration project with contractor Campbell Construction.
- RS said that two Depot signal masts have been ordered from a vendor at a price of \$1,361.92. The material is fir rather than cedar as originally proposed. Campbell Construction credited the Town \$3,272.00 for being relieved of the contractual responsibility of procuring and installing new masts.
- RS reported that the replacement signal masts are expected to arrive next week. A DPW electrician will install LED light fixtures to illuminate the signal roundels.
- JS noted that metal railings have been installed on the set of steps that is closest to the bikeway.

WM arrived at 3:06 P.M.

- JP said that the 54 Loomis Street developer plans to leave the easement area's existing concrete walkway in place.

- ST inquired who is responsible for repairing the Depot bulkhead. JP replied that the bulkhead is within the Town's purview. He feels the existing Community Preservation funds allocated to the Depot restoration project could pay for bulkhead repairs since it is part of the building's exterior.
- JP said the 54 Loomis Street developer will leave the Town's bicycle racks in their current position and give the Town a credit for them. This credit might take the form of providing handicap access between the bikeway and the easement area's walkway. JS questioned whether the site plan would have to be updated since it shows the bicycle racks in a different location.
- JS asked whether the walkway is on Town property or the easement area. JP answered that the walkway was built by the Town, but is on the easement.
- The DPW is to build a new walkway in the easement area, RS said. The project will lower the grade at the building's rear, which ought to help keep rainwater from draining into the Depot basement.
- WM asked who owns the unattractive "scrub" on the eastern side of the Depot. RS said the property is owned by Callahan Company and is not part of the easement area.

Item 4, Depot Park-related projects:

- JP said that painting contractor Michael Sainato is booked through the fall, but can paint the Freight House platform in the spring at the price he originally quoted.
- RS said that the DPW will repair the damaged wooden fence at the South Road end of the bikeway.
- RR inquired about Depot Park snow removal procedures by the Facilities Department. Ron Scaltreto said their response is largely dictated by the time of day. RR noted that Depot tenants have a need for building access year round. Unit 1 currently has a retail tenant that normally opens Monday through Saturday at 7:30 in the morning.
- JS suggested that we consider hiring a contractor to perform snow removal at Depot Park to better ensure that the Loomis Street lot, walkways and steps are cleared of snow in a timely manner. JP added that contractors that plow for Patriot Pediatrics and the V.F.W. might be good options since they are already working in the area. The contractor that will handle snow removal for the 54 Loomis Street development is another possible choice.
- Rather than plow snow onto walkways and shrubs, JS asked whether a few parking spaces could be designated to hold plowed snow. RS thought this is a possible solution.
- The committee reviewed a Pending Projects List dated 10/27/15.
- WM said a trip-avoidance board ought to be installed in the Depot stairwell now. TA agreed to take action on this need.
- JP said that tenants are propping open the front door. A doorbell needs to be installed.
- JP asked that incandescent bulbs in the foyer be replaced with LEDs.

- An exterior exhaust fan installed by a previous Depot sub-tenant still needs to be removed and the opening patched. JP asked whether another opening on the building has been filled.
- TA said that the Facilities Department has hammered down nails on the Freight House platform. JS said he tripped on an exposed nail that is adjacent to the “6211” number board on the Budd Car.
- RS said the DPW will try to get to restriping the parking lots.

Item 5, Part-time maintenance person to support Depot Park:

- JP and TA are having an ongoing discussion about the possibility of hiring a part-time “handyman” to accomplish building repairs at Depot Park.

Item 6, Depot Park parking problems:

- JP said that employees and customers of local businesses are parking in the Town’s Loomis Street lot, which leaves fewer spaces for bikeway users, Depot Park visitors, and Depot tenants and customers. Recently, he and JS observed employees of the adjacent Leary Automotive Repair parking in the Loomis Street lot. JP explained that zoning/code regulations require businesses to have adequate on-site parking for their needs. RR said he does not see a problem with the current practice—he is more concerned should bikeway users park in private lots. The committee discussed possible ways to mitigate the parking concerns. A polite request to abutters that they direct employees and customers to park on their property is a good first step, WM and ST expressed. ST offered to draft a letter that RR could send to Leary Auto Repair.
RR left the meeting at 3:48 P.M.

Item 8, Depot Park custodial coverage:

- TA and JP are having an ongoing discussion about possible improvements to Depot Park custodial coverage. Hiring a part-time weekday custodian is an option.

Item 9, Financial reports:

- Marcia Pyles distributed a Depot Park Revolving Fund financial statement dated 10/26/15. The current account balance is \$57,230.23.
- TA said that the Massachusetts Historical Commission has given its final grant check to the Town.
- Marcia Pyles said the balance in the Depot exterior restoration account is \$37,000.
- JS observed that a contribution of \$747.78 transmitted by the Friends of Bedford Depot Park in September is not shown on the current spreadsheet. This payment is for weekday custodial labor costs in November 2014 and April 2015. Marcia Pyles said this revenue has not yet been posted on the KVS system.
- ST asked whether the Revolving Fund balance is how we expect it to be. JP replied that the amount is in the vicinity of previous balances. Marcia Pyles inquired whether the Revolving Fund will pay for future capital projects. JP said the fund will help pay

for these costs. He added that the fund is also used to cover periods of time when one or more Depot units are without paying tenants.

- JS questioned whether revenue shown as coming from the Friends in August is actually rental income from the railroad car. Marcia Pyles said she will check on this entry.
- JS recommended that the “Occasional Rental - Freight” category on the spreadsheet be described as “Railroad Car Rentals.”
- The committee discussed charging the signal mast expenses to either the Depot roof or exterior restoration accounts.

Item 10, New and miscellaneous business

- Ron Scaltreto and JS discussed closing the Freight House public restrooms after the end of November.
- JP noted that we still need to purchase an inverted “U” bicycle rack to be used as a test in protecting the Freight House exterior from being scuffed by bicycles that are leaned against the building.

Item 11, Draft minutes of the 8/03/15 meeting

- ST made a motion to accept the minutes of the August 3 meeting as edited by JP. JP seconded the motion, and it passed by a unanimous vote.

Item 12, Set date of next committee meeting

- JP set the date of the next committee meeting to be Thursday, November 19, at 3:00.

At 4:24 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 as edited by a unanimous vote at the meeting of 11/19/15.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 10/27/15
- Depot Park Revolving Fund financial statement, dated 10/26/15
- Depot Park pending projects list, dated 10/27/15