



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of November 19, 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)

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

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 3:02 P.M. at Bedford Town Hall.

Item 2, Depot Building status / Close-out of projects:

- TA reported that the Depot exterior restoration project has been closed out with the Town's architect and the Massachusetts Historical Commission.
- RS said that replacement signal masts have been received and painted. They are made of structural fir. The DPW plans to install the masts and signals the week after next. RS is concerned about adequate space for a crane in the parking lot. JP suggested that the Depot tenants be informed now about the upcoming installation project and that parking spaces be roped off for the masts and crane. TA noted that the Unit 1 tenant is normally closed on Mondays. Ron Scaltreto suggested that a duty officer be on site while the masts are installed. RS said he will inform the 54 Loomis Street developer of the plans. WM inquired about the masts' signal lights. RS replied that the lenses will be illuminated. JS suggested that the L.E.D. fixtures and wiring be attached to the masts while they are on the ground.
- JP said he informed the Finance Department that surplus Depot roof money may be returned to the Community Preservation budget.
- JP reviewed with the committee a close-out list dated 11/19/15. It shows cost estimates to finish various tasks. The total estimate with a 10% contingency is \$32,340. This amount is to be held in reserve in the Community Preservation appropriation until all the work is finished.
- TA said that Verizon has not responded to his requests to clean up telephone wiring on the side of the Depot Building. Marcia Pyles cautioned that fire alarm wires should not be cut.
- ST noted the importance of applying a skid-proof sealer to the Depot platform because it becomes slippery when wet or icy.

- The committee discussed damage on a piece of Depot sidewalk granite curbing that might have been done by the contractor.
- JS asked whether an upright handicap parking sign is needed for the new handicap parking space in front of the Depot.
- TA reported that a tripping hazard at the top of the Depot interior stairway has been corrected.
- JP is concerned that a copper fuel line at the Depot is not contained within a conduit.
- RS is to speak with the 54 Loomis Street developer's landscaping contractor about work they plan to perform in the Depot easement area next week. He does not believe the DPW can install a new concrete walkway in the easement area this year as he originally planned. RS asked about the status of a credit the developer was to give to the Town and whether this credit could apply to demolition of the existing walkway.

Item 3, Depot Park-related projects:

- JP discussed with the committee a list of pending projects dated 11/19/15.
- RS is to obtain an inverted U bicycle rack to install adjacent to the Freight House as a test for preventing people from leaning bicycles against the building, which has marred the paint.
- The DPW relocated a trash receptacle at the rear of the Freight House to provide space for a bicycle repair stand.
- Part-time custodian Earl Foy cleaned out the Depot basement. JP mentioned that a drafting table was left behind in the basement. He suggested that paint cans that are on the right side of the basement be moved to the left side.
- TA said he will ask Mr. Foy to winterize the Freight House public restrooms when they close for the season.
- TA plans to schedule Mr. Foy to maintain the public restrooms, the Depot common areas and the railroad car beginning in the spring.
- JP said that a few post caps on the Freight House railing are still loose. JS suggested that the round caps be replaced with flat pieces to reduce future maintenance.
- RS said he asked his department to repair the fence board that is broken at the bikeway terminus.
- RS said that a metal bollard in the Loomis Street parking lot was repaired. A severed granite bollard near the railroad car is to be replaced next year with a unit that was previously purchased with Revolving Fund money.
- JS noted that tree saplings and weeds continue to grow in the landscaped island in front of the Depot.
- RS is to contact Larson Properties about completing the new sidewalk the company installed in the Railroad Avenue parking lot.
- Covers have not yet been installed over thermostats in the Freight House public restrooms.

- Mr. Scaltreto will check whether the overhead light in the women's restroom has been repaired. It has been staying on constantly.
- RS said that much repair work must be done to the traffic signals and loop detectors at the South Road/Railroad Avenue/Loomis Street intersection.

Item 6, 54 Loomis Street project and easement:

- RR has sent revised easement documents to the 54 Loomis Street developer. The future condominium association will be responsible for maintenance of the easement area, though the Town will reserve the right to work within the easement. The Town will not perform snow removal within the easement area.

Item 8, Financial reports:

- About \$37,000 remains in the budget for the Depot exterior restoration project.
- TA distributed a Depot Park Revolving Fund financial statement dated 11/19/15. The current account balance is \$60,865.56.
- TA reported that the tenants of Units 1, 3 and 4 have renewed their leases through 12/31/16. The Unit 2 tenant is expected to renew its lease through the same date.
- WM observed that the average rent for Depot second floor units is only \$15 per square foot and questioned whether the current rents are reasonable enough.
- ST asked about monthly expenses for fire alarm monitoring at the Depot and Freight House buildings. JP suggested that we consider a less expensive wireless alarm monitoring system versus leased telephone lines.
- Ms. Pyles will check on the reason for a Freight House repair charge of \$111.54 that occurred in October.
- JS asked whether any significant projects are on the horizon that would impact the Depot Park Revolving Fund. TA said that Depot expenses related to installation of a bifold foyer door, placement of the oil furnace line inside a conduit, and the addition of an anti-trip step will be charged to the Revolving Fund.
- TA said that Depot rents in calendar year 2016 are to be the same as in the current year.

Item 9, New business and action items for the next meeting:

- WM said that Rick Reed expects to advertise an RFP in June for rental of the entire Depot Building or its individual units. He said the Selectmen invite the committee's input on the RFP and that they want to see how retail develops at 54 Loomis Street before finalizing the document. JP recapped the committee's work on previous rental RFPs. He recommended that the RFP have minimum bid amounts. JP will place this subject on the agenda for the next committee meeting.
- WM said that Adam Schwartz of the Chamber of Commerce inquired about the status of a new kiosk map in the Freight House plaza. Mr. Scaltreto said he will look into having a sign company make this map out of a plastic material that will be weather resistant.

Item 10, Miscellaneous business:

- JS said that the Historical Society and Minuteman Company are to have a holiday sales event at the Freight House on 11/28/15.
- WM conveyed that Bedford's economic development coordinator plans to propose a local cultural district to the Massachusetts Cultural Council that would include the Depot Park complex. JS asked whether such a designation would impose any restrictions to the site. WM replied no.
- JS mentioned that the DPW's new Rail-Trail Guide booklet is being sold at the Freight House. All sales proceeds are transmitted to the DPW on a quarterly basis.
- ST said he drafted a letter to Leary Auto Repair to request their cooperation in discouraging their staff and customers from parking in the Town's Loomis Street lot. He sent the draft to Rick Reed for further action, but has not yet received a response.
- RS said the DPW plans to repave Loomis Street, South Road and part of Railroad Avenue next year.

Item 11, Draft minutes of the 10/27/15 meeting

- ST made a motion to accept the minutes of the October 27 meeting as edited by him. 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 Wednesday, January 13, at 3:00.

JS 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 unanimous vote at the meeting of 2/10/16.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 11/19/15
- Depot Park Revolving Fund financial statement, dated 11/19/15
- Depot Building project close-out list, dated 11/19/15
- Depot Park pending projects list, dated 11/19/15