



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of January 27, 2016

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); Adrienne St. John, Acting DPW Director (ASJ); Rick Reed, Town Manager (RR); William Moonan, Selectman liaison (WM)

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 3:04 P.M. at Bedford Town Hall.

Item 2, Depot Park – DPW items:

- ASJ requested that JP send her an e-mail about the desired orientation of the Depot train order signal blades.
- The committee discussed a piece of granite curbing in front of the Depot that appears to have been damaged during the building's exterior renovation project. Options are to either replace or repair the section of damaged granite. JP will check whether the curbing has been repaired.
- The committee discussed installation of a granite bollard that was previously purchased using the Revolving Fund. It is to replace a bollard near the Freight House that was severed by a DPW vehicle. JP is to meet ASJ at the site to see whether the replacement bollard has been installed.
- The committee discussed using inverted U bicycle racks along the parking lot side of the Freight House to protect the painted surfaces from scuffing. JP asked JS to forward him vendor information so that a single unit may be obtained for evaluation.
- JP proposed that the rear (eastern) side of the Depot be mulched and that shrubs not be planted there. JS suggested that a vegetation barrier be placed beneath any surface treatments to inhibit the growth of weeds.
- The committee discussed snow removal procedures at the Loomis Street parking lot. A contractor that works for the VFW has been plowing snow within the Town's property limits and depositing snow in handicap parking spaces and onto the sidewalk adjacent to the Freight House. JP offered to meet with the VFW's management about the problem. ASJ suggested that a snow storage location could be established at Depot Park.

- JS noted that leaves and other organic matter clog the drainage grates in the parking lot, which leads to flooding during heavy rains. He has periodically cleared the grates himself but feels the Grounds Division ought to be doing this maintenance during routine groundskeeping at the site.
- RR said he edited a draft letter to Leary Automotive Repair that Stu Trout composed. It requests voluntary cooperation from the company in directing its employees to park their vehicles in the company's lot versus in the Depot Park lot. RR expressed that he is uncomfortable sending the letter because he is a customer of the business. He might hold back on sending the letter and instead have a conversation with the proprietor. JS noted that zoning regulations require businesses to have adequate on-site parking for their employees and customers.
- ASJ is to check on the work done by Larson Properties on the new sidewalk in the Railroad Avenue parking lot. It is incomplete. JS commented that a gap between the asphalt pavement and granite sidewalk curbing introduces a tripping hazard and that the new parking spaces do not align with existing striping.
- ASJ proposed to route rainwater drainage from the Depot into an underground filtration system.
- The committee discussed possible methods of connecting a planned new walkway at the rear of the Depot with the Minuteman Bikeway. JS noted that any construction within the MBTA's property would require the agency's advance authorization.

Item 3, Depot Park – Facilities Department items:

- JP wishes to have the Freight House platform painted in the spring by a vendor that previously provided a price quote.
- TA said he will obtain an LED light fixture for the Depot foyer stairway.
- Ron Scaltreto conveyed that a contractor told him that removal of the old, out of service oil tank in the Depot basement will likely cause an odor in the building. JP pointed out that the tank could be removed whole through the bulkhead with minimal odor problems.
- JP and Ron Scaltreto discussed possible methods for installing a new, double wall oil line from the boiler to the active oil tank in the basement.
- Ron Scaltreto reported that all junk in the Depot basement has been removed.
- JP and Ron Scaltreto agreed on a type of clear coat mixed with fine sand for the Depot platform that will make it less slippery when wet.
- TA said he has a contractor lined up for the spring to clean up a jumble of wiring on the side of the Depot, replace the existing bulkhead with a new metal unit, and remove a basement exhaust fan that was installed by a prior tenant at the rear of the building.
- JP requested that the round post caps on the Freight House railings, which tend to become loose, be replaced with flat caps.

- TA reported that the thermostat in the Depot foyer now has a cover to prevent tampering. He will check on the status of covers for the thermostats in the Freight House public restrooms.
- Ron Scaltreto will check on why the overhead lights in the Freight House women's public restroom remain on continuously.

Item 4, Part-time maintenance person:

- Ron Scaltreto reported that part-time custodian Earl Foy informed him he is seeking full-time employment. If he succeeds, Mr. Foy's availability for Depot Park assignments may become substantially reduced.

Item 7, Financial reports:

- Marcia Pyles distributed a Depot Park Revolving Fund financial statement dated 1/27/16. The current account balance is \$63,593.37.
- JS inquired about \$700 in "station revenue" shown on the statement. Ms. Pyles said she would check on its origin.
- JS observed that calendar year 2015 Freight House food sales proceeds of \$3,608.49 were transmitted to the Facilities Department in early January. This revenue is not shown on the current Revolving Fund statement.
- Ms. Pyles said the account for the Depot exterior restoration project has a current balance of \$35,224.55.
- RR inquired how much money will remain in the Depot exterior restoration account after all the work is finished. JP reviewed a list of incomplete tasks and the estimated dollar amounts to complete each one.

ASJ left the meeting.

Item 9, Depot lease RFP:

- JP distributed a draft checklist of steps to be taken when developing an RFP for future rental of the Depot. The committee discussed items on this list.
- JP suggested that the committee strive to advertise an RFP in June to allow adequate time for the rental opportunity to be circulated and for proposals to be considered. The current tenant leases expire at the end of this calendar year.
- WM said some Selectmen have questioned whether the Town ought to rent its property to commercial tenants.
- RR expressed that citizens expect the Town to lease its real estate for the maximum possible revenue. JS concurred with this thinking.

TA, Marcia Pyles and Ron Scaltreto left the meeting at 4:33 P.M.

- JP suggested that the committee develop RFP recommendations and then present them at a future Selectmen's meeting. He plans to call a meeting of the three voting committee members in a couple weeks to consider possible recommendations.
- The committee discussed allowing rental terms of up to 10 years.

- RR said that advertising an Invitation for Bids is an alternative to conducting this procurement using an RFP.

Item 10, Miscellaneous business:

- JS mentioned that a second Depot-themed residential development is to be built near Depot Park. It is named “The Cottages at Depot Crossing.”

Item 11, Draft minutes of the 11/19/15 meeting

- JP said he is deferring review of the 11/19/15 draft minutes to a future meeting when Stu Trout will be present.

At 5:31 P.M., 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 as edited by a unanimous vote at the meeting of 2/19/16.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 1/27/16
- Depot Park Revolving Fund financial statement, dated 1/27/16
- Expense Ledger - Depot exterior restoration project, dated 1/27/16
- Depot Park - DPW tasks, dated 1/27/16
- Depot Park – Facilities Department tasks, dated 1/27/16