



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of May 4, 2016

MINUTES

Committee members in attendance: Jim Shea (JS); Stuary Trout (ST)

Committee members not in attendance: Joseph Piantedosi

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

A quorum of the committee was present at 3:06 P.M. In the absence of chairman Joseph Piantedosi, JS made a motion to elect ST chair pro-tem for the meeting. ST seconded the motion, and it passed by a unanimous vote.

Item 3, Depot Park – Facilities Department task list:

- Painting of Freight House platform: TA reported that the contractor has twice canceled. He will allow him one more chance. Facilities has higher price quotes from two other vendors.
- New LED light fixture or bulbs for the Depot foyer light: TA said that a Facilities crew is going from building to building to perform maintenance. They ought to be at the Depot within three weeks.
- Installation of an above-ground oil fuel line at the Depot: TA said he looked at this project and concluded it is complicated, expensive, and not a high priority. He plans to bring information to the next meeting.
- Removal of junk in the Depot basement: TA said the part-time Depot Park custodian accomplished most of this work. Paint cans will remain in the basement, he added.
- Removal of abandoned oil tank in Depot Unit B2: TA said that the Facilities Department will follow up on this project. ASJ said she will speak with Tim French and Kel-Scott.
- Application of skid-proof sealer to the Depot platform: TA said this work was to be done in conjunction with painting the Freight House platform. He estimates this job will be completed in two to three months.
- Clean up telephone and cable television wiring on the exterior of the Depot: TA expects this work will be completed before the next committee meeting.

- Repair or replacement of the Depot bulkhead: TA said the work is pending Code Enforcement Department approval, and he believes it will be finished by the next meeting.
- Removal of the Depot basement exhaust fan: TA said the contractor who was supposed to paint the Freight House platform was assigned this work.
- Check Freight House platform and railings for exposed nails, replace round post end caps with flat caps: TA said this work is to be performed by a Facilities crew within two or three weeks.
- Install covers over the thermostats in the Freight House public restrooms: TA said this task is now complete.
- The overhead light in the Freight House women's restroom remains on constantly: TA said the light switch sensor was repaired or replaced.
- Complete the Depot public restroom: TA said a unisex/brail sign was purchased and should be installed before the next meeting. Facilities will notify the Code Enforcement Department when this work is done.

WM joined the meeting at 3:10 P.M.

Item 2, DPW task list:

- Signal mast installation: Ladders were reinstalled to the masts; the DPW electrician is to install the LED lights.
- Replace or repair damaged granite curbing in front of the Depot: the DPW will hire a contractor to perform this work.
- Replace and regrade the walkway at the rear of the Depot: the DPW plans to hire a contractor in the spring to do this work, after development of 54 Loomis Street is finished.
- Installation of handicap parking sign and symbols in front of the Depot: TA and ASJ will determine the appropriate departmental responsibility (Facilities or DPW) and have this task completed next month.
- Railroad Avenue and Loomis Street parking lots need to be restriped: ASJ said this work will be done in the spring.
- Install inverted "U" bicycle racks alongside the Freight House to prevent bicycles from marring the paint: ASJ said the racks have been purchased. ST is to meet a DPW representative at the site on May 11 at 2:30 P.M. to review how the racks are to be installed.
- Landscaping around Depot tenant sign, in front of the Depot and at the rear of the building: ASJ said that the DPW can landscape at the rear of the building, but needs input on plantings. JS questioned who is responsible for maintaining the landscaping in the island in front of the Depot. He said only day lily flowers should be growing there, but it becomes overgrown with weeds and volunteer tree saplings.
- ADA rumble pad on the sidewalk in front of the Freight House is damaged: ASJ is to check on its condition and the repair/replacement options.

- Larson Properties LLC needs to be reminded to extend pavement to the granite curbing the company reconfigured in the Railroad Avenue parking lot: ASJ will check when the contractor plans to complete this work.

Item 2A, Concrete pad for historic switch stand and historical water column sign:

- ASJ said a concrete pad will be poured adjacent to the old water column foundation when work on the Depot walkway occurs, likely within one month. The committee discussed possible methods for attaching the switch stand to the pad.

Item 2B, Reinstallation of historic section marker:

- ASJ said the DPW has possession of the section marker that was toppled over alongside the bikeway. It is to be reinstalled by the end of the month.

Item 5, Depot Park custodial coverage:

- TA said the he wishes to explore hiring a half-time custodian for Depot Park. ST stated that we need a firm scope of work in writing and cost estimates. JS commented that the current part-time custodian is doing a conscientious job, but needs better direction as to his daily duties.

Item 6B, Depot Park Revolving Fund:

- Marcia Pyles distributed a Depot Park Revolving Fund financial statement dated 4/27/16. The current account balance is \$70,005.19.
- JS noted that the part-time custodian began work this year on April 1 when the public restrooms were reopened. The custodian is being paid for two hours per day, seven days per week. JS inquired about the breakdown of time between the Freight House and Depot. Ms. Pyles said she would research the answer to this question.
- Marcia Pyles said she has bills related to the restoration of the second baggage cart.
- JS inquired about the custodial labor expense to maintain the Freight House public restrooms on weekdays in November 2015 and April 2016. A donor to Friends of Bedford Depot Park is to pay for this labor expense. TA replied that the restrooms custodial labor amounts to half an hour per day. Marcia Pyles is to obtain the hourly custodial rates for each month.

Item 6A, Depot exterior restoration project closeout list:

- The committee reviewed tasks on the Depot Building Project Closeout List and the cost estimates to complete each item.
- TA said the cost to remove a basement exhaust fan and patch the opening at the rear of the Depot might cost \$4,000 versus the previously estimated \$2,000.
- ASJ said the cost to install a new walkway at the rear of the Depot is expected to be higher than the estimated \$7,500.
- The committee discussed damage done to granite curbing in front of the Depot, apparently by a plowing contractor working for the VFW. JS questioned why a private party is plowing on Town property without authorization. ST said we need a

firm policy about snow removal procedures in the Loomis Street parking lot. RR said the VFW should be responsible for reimbursing a portion of the Town's expense to repair or replace the damaged curbing.

- The DPW electrician is to install LED lights on each train order signal. ST suggested that a solar-powered fixture be considered.

Item 9, Miscellaneous business:

- JS related that a resident proposed to make a donation towards an ornate street clock for Depot Park. The committee members are receptive to exploring this offer further. JS is to research the cost.

Item 10, Draft minutes of previous meetings

- JS recommended deferring review of minutes to a future meeting when all members are present.

The next meeting is scheduled for June 1 at 3:00 P.M.

ASJ left the meeting at 4:47 P.M. TA left the meeting at 4:49 P.M.

At 4:51 P.M., JS made a motion to adjourn the regular session and to enter an executive session to discuss rental of the Depot Building, not to return to regular session. Holding this strategic discussion in public would not be in the best business interests of the Town. ST seconded the motion, and it passed by a unanimous vote.

Submitted by:

Jim Shea, Clerk

These minutes were approved as edited by a vote of 2-0-1 at the meeting of 6/22/16.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 5/04/16
- Depot Park Revolving Fund financial statement, dated 4/27/16
- Depot Building Closeout List, dated 1/27/16
- Depot Park - DPW tasks, dated 5/04/16
- Depot Park – Facilities Department tasks, dated 5/04/16