



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of June 22, 2016

MINUTES

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

Ex-officio committee members in attendance: Taissir Alani, Facilities Director (TA); Adrienne St. John, DPW Engineer (ASJ); David Manugian, DPW Director (DM); 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 3:05 P.M. at Bedford Town Hall. He began with Item 2 on the agenda.

Item 2, DPW pending tasks list:

- Installation of the two Depot train order signal masts is complete except for LED light fixtures. The DPW and the Facilities Department are to work together to install the fixtures. TA said that the electrical service can be provided from the circuit that powers the building's exterior LED fixtures. The committee discussed an option of using solar-powered fixtures. JP questioned their reliability and length of operation per charge cycle.

WM joined the meeting at 3:14 P.M.

- Damaged granite curbing in front of the Depot has been replaced.
- ASJ said that the Grounds Division foreman recommended that the area between the eastern (rear) side of the Depot and walkway be surfaced with rocks rather than plantings. JS suggested using the same size stone ballasts that is beneath RDC 6211. ASJ plans to obtain 1-1/2 inch angular rock and schedule its installation.
- ASJ plans to check with the Code Enforcement Department about requirements for handicap parking spaces in front of the Depot.
- Both the Railroad Avenue and Loomis Street municipal parking lots are in need of restriping. JP and ASJ discussed options of using DPW labor or a contractor to do this work.
- ASJ, ST and JP are to meet outside the Freight House next week to plan installation of inverted "U" racks along sides of the building to prevent people from leaning bicycles against the facade, which scuffs the paint. The DPW has purchased eight racks for this purpose. ASJ said they are of the flush-mount style. The Revolving Fund is to pay for these materials.

- Grates in the Loomis Street parking lot become clogged with organic matter and other debris, which causes the lot to become flooded during heavy rains. ASJ said the DPW will do what it can to keep the grates clear. She feels the maintenance responsibly falls to the Highway Division versus the Grounds Division.
- JS reminded ASJ that the landscaped island in front of the Depot is not being maintained and has become overgrown with weeds and tree saplings, making the area look shabby. JP noted that the area in question is Town property.
- A concrete pad was poured adjacent to the old steam locomotive water column foundation that is near the Freight House. JS is to design an interpretive sign that describes the water column's function and includes a photo of a locomotive receiving water there. He shared a 1950s photo of the old water column. A switch stand that was saved from Bedford Railroad Yard is also to be mounted on the pad.
- JS is obtaining information from a possible vendor that may furnish a street clock for Depot Park. WM suggested having a fundraising campaign to raise any additional money that might be needed to purchase the clock. ASJ said the clock could be powered from a nearby telephone pole.

Item 3, Facilities Department pending tasks list:

- Repair and painting of the Freight House platform have not yet been done. TA said he has had difficulty getting the services of a contractor to do this work. He now plans to ask a Facilities part-time painter whether he would like to accomplish the job on a weekend.
- An LED light fixture has not yet been installed in the Depot foyer.
- An above-ground fuel line has not yet been installed at the Depot. The services of a contractor are needed to do this work.
- Junk in the Depot basement has been removed. Paint cans were left behind.
- The abandoned basement oil tank was drained and removed.
- TA plans to have the Depot platform clear-coated by the same contractor or Facilities employee that repairs and paints the Freight House platform.
- Ron Scaltreto said a tangle of wires on the side of the Depot has been cleaned up.
- Completion of the Depot bulkhead repair project is awaiting delivery of a new door that is of the correct size.
- A basement exhaust fan was removed. A new covering needs to be painted maroon.
- TA reported that the Freight House platform, posts and railings have been checked for exposed nails.
- The electric heater thermostats in the Freight House public restrooms are not currently functional because the electric heaters were de-energized.
- A new motion sensor for the women's restroom overhead light fixture was installed.
- Unisex and brail signage has been installed at the Depot public restroom.

Item 6A, Depot restoration project closeout list:

- JP asked TA to determine the actual account balance remaining to accomplish items on the list.
- Train order signal lights have not yet been installed.
- The bulkhead repair project is complete except for a new door.
- The basement fan has been removed, but the new covering is not yet painted.
- A jumble of telephone and cable TV wiring outside the Depot is in the process of being cleaned up.
- Installation of a bi-fold door on the foyer closet has not yet been accomplished. TA expects the work to be done in four to six weeks.
- Application of skid-proof sealer on the Depot platform has not yet been done.
- Damaged curbing in front of the Depot has been replaced.
- Wood forms around the exterior air conditioning units were removed.
- Handicap parking symbols and signage have not yet been installed.
- An above-round fuel line has not yet been installed.
- A trip-prevention step on the Depot stairway is now in place.
- The new walkway at the rear of the Depot is largely complete.

Item 5, Depot Park custodial coverage:

- JS observed that the part-time custodian who is working at the Freight House and Depot is doing a good job, though some of his tasks are self-directed.
- ST asked TA for a scope of work that the custodian is to follow each day.
- JS asked whether the custodian could report separately the time he spends each day at the Depot and the Freight House.
- JP noted that the Depot tenants are not currently being charged for custodial services. This expense has been charged to the Revolving Fund.

Ron Scaltreto left the meeting at 4:25 P.M.

Item 6B, Depot Park Revolving Fund:

- Marcia Pyles distributed a Depot Park Revolving Statement dated 6/21/16. The current account balance is \$68,662.32. Recent expenses are described in an e-mail that she previously sent to committee members.
- JS and TA discussed the custodial labor expenses to maintain the Freight House public restrooms on weekdays during November 2015 and April 2016. Using hourly rate information that Marcia Pyles previously provided, the Friends organization will convey a donation to the Revolving Fund to pay for half an hour of labor on weekdays during the two months.

Item 9, Miscellaneous Business:

- JS noted that Higgins Group Realtors is sponsoring a “Bedford Walkabout Event” on July 13 that commences at Depot Park and RDC 6211.

Item 10, Draft minutes of previous meetings

- ST made a motion to approve minutes of the 2/19/16 meeting. JP seconded the motion, and it passed by a unanimous vote.
- ST made a motion to approve the minutes of the 5/04/16 meeting. JS seconded the motion, and it passed by a vote of 2-0-1 with JP abstaining.
- ST made a motion to accept the minutes of the executive session that was held during the 5/04/16 meeting with an addition of several words to one sentence. JS made a motion to accept the executive session minutes as edited, and it passed by a vote of 2-0-1 with JP abstaining.

At 4:42 P.M., ST made a motion to enter executive session, not to return to regular session, for the purpose of discussing rental of the Depot Building. Holding this discussion in open session would not be in the business interests of the Town and could disadvantage its real estate negotiations with prospective tenants. JS seconded the motion, and it passed by a unanimous vote of 3-0.

Submitted by:

Jim Shea, Clerk

These minutes were approved as edited by a unanimous vote at the meeting of 8/11/16.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 6/22/16
- Depot Park Revolving Fund financial statement, dated 6/21/16
- Depot Building Closeout List, dated 1/27/16
- Depot Park - DPW tasks, dated June 2016
- Depot Park – Facilities Department tasks, dated June 2016