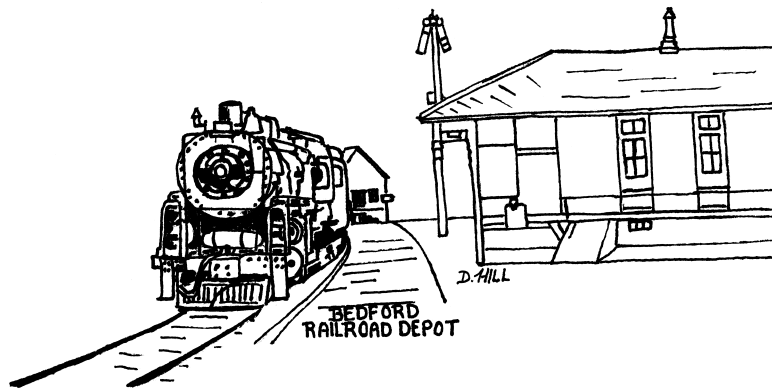


**FRIENDS OF
BEDFORD DEPOT PARK, INC.**



2012 ANNUAL REPORT

**Presented at the Annual Meeting
Saturday, October 13, 2012**

**Rail Diesel Car 6211
Bedford Depot Park
Bedford, Massachusetts**

October 13, 2012

Dear Friends:

Welcome members and guests to the 18th **Annual Meeting** of Friends of Bedford Depot Park, Incorporated. This meeting is conducted pursuant to Article Seven of the *FBDP Bylaws*, as amended on October 4, 1997, October 2, 2004, and October 2, 2010.

On the next page is a proposed **agenda** for today's meeting. After the officer and committee reports are given and other official business is conducted, any other business that is properly presented by members in good standing will be entertained. (See *Miscellaneous New Business*.)

After the business portion of the meeting, a complimentary lunch will be provided. Then, we will display rare photos of the local railroad that were taken in the 1930s through the 1970s.

I appreciate your attendance today, particularly the people who traveled significant distances to be here. After the meeting, please visit the Freight House!

Sincerely,

Jim Shea
President

2012 ANNUAL MEETING

AGENDA

1. Call to order of the business portion of the meeting
2. Reports and updates:
 - a. President
 - b. Treasurer
 - c. Clerk
 - d. MacLean Model Railroad Committee
 - e. other?
3. Miscellaneous new business
4. Entertainment:
 - a. Lunch
 - b. Rare images of the local railroad
5. Adjourn

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Report of the President

by James A. Shea

Depot Park Project

The multi-phased Depot Park project formally concluded when renovation of the Freight House was completed in 2009. However, Bedford continues to undertake smaller projects to improve the Depot Park complex. In September, the Facilities Department awarded a contract to a contractor to paint the Depot exterior in the same B&M “cream and maroon” color scheme as the Freight House. The Depot Park Advisory Committee, chaired by Joseph Piantedosi, is recommending a medium-range goal to renovate the Depot’s facade so that it better resembles its original appearance, and that a ramp be added for improved accessibility. A complete building restoration, which would involve removal of the second floor, was estimated in 2007 to cost about \$1 million.

Freight House

Under a non-exclusive license issued by the Town of Bedford, FBDP opened the Freight House to the public on weekends during the months when the Minuteman Bikeway was substantially in use. Mild weather during late 2011 prompted us to keep the Freight House open on weekends through the fall and until the last week of December. The Freight House resumed a steady weekend schedule in early April of this year.

The license stipulates that proceeds from the sale of food items be conveyed to Bedford to help pay for Depot Park’s operating expenses. In January, treasurer Marcia Sternberg transmitted to the municipality \$4,380.91. This amount represents the proceeds collected in calendar year 2011 from food sales, donations made by railroad car visitors, and proceeds from sales of the DPW’s bikeway map.

Volunteer shopkeeper coverage was provided by Christine Bahtiarian, Sam Eickstedt, Jim Shea and Marcia Sternberg. Coverage was supplemented during a portion of 2012 by a contractor who was provided to FBDP through an employment services company.

While volunteering at the Freight House, I heard numerous compliments from visitors about the Freight House, Depot Park complex, railroad car and historical displays. The Freight House has become a valuable destination for many people who use the bikeway and/or are interested in our local history. Many families and individuals make trips from out of town to visit Depot Park —and I have noticed that many of them return on a recurring basis.

Last December, vice president Bill Deen wrote a letter to the membership to request donations in support of hiring part-time shopkeepers in 2012. The response exceeded our expectations and the directors are most grateful to the donors. I think with an additional round of fundraising during the upcoming months, FBBDP will be in a position again in 2013 to hire people as needed to staff the Freight House on weekends.

Rail Diesel Car 6211

The cosmetically restored ex-Boston & Maine Rail Diesel Car continues to be an important focal point at Depot Park. It is usually open for the public to tour when the Freight House is open on weekends. Many people have said positive things about the car and its historical displays. Also, Bedford has rented it several times for private functions.

Added to the car this year is a TV monitor that displays a 12-minute loop of RDCs operating on the Boston & Maine during the 1960s and 1970s. This historic footage was filmed by member John M. Boardman. More recently, a device was placed inside the car to allow visitors an opportunity (for a 25¢ donation) to ring the car's electric bell.

Depot Park Revolving Fund

At Bedford's Annual Town Meeting in March, voters approved an article to continue a revolving fund for Depot Park. This account is under the control of the Facilities Department and is intended for Depot Park expenses and future enhancements. The fund's income comes from rent collected from Depot tenants, proceeds from Freight House food sales and rentals of RDC 6211. The fund's balance as of October 1, 2012, is \$37,715.43.

Merchandise Sales

Sales of goods—literature, videos and apparel—are an important means for raising the finances that FBBDP needs to function. In addition to sales that occur at the Freight House, FBBDP continues to receive many orders through its online store (www.BedfordDepot.org/store). So far this year, 95 web orders have been received from people across the country.

Merchandise from the Bedford Historical Society and the Bedford Minuteman Company is sold on a consignment basis at the Freight House. FBBDP retains 15% of each sale to help pay for FBBDP's operating and credit card processing expenses.

A summary of sales figures for the past 12 months appears on page 13.

Newsletter

The *Bedford Depot News* newsletter continues to share interesting articles and research about our local railroad history and news about local rail-trails. Four more issues were published

during the past year at an average cost of approximately \$325 per issue for printing and postage. Thanks go to Marcia and Peter Sternberg for preparing each newsletter mailing.

Recently, Bill Deen and Marcia Sternberg initiated a project to index the articles that have appeared in back issues of the newsletter. They would appreciate the help of members to make headway on this useful task.

Back issues of the newsletter are available for a small price by contacting Marcia Sternberg: treasurer@BedfordDepot.org.

Board of Directors

The Board of Directors is comprised of the four elected officers plus the two directors at-large. Jim Shea is the chairman and Meredith Clark is the secretary. The Board of Directors met five times during the past year to conduct long-term planning and to oversee FBDP's financial and legal affairs. The approved minutes of these meetings are posted on FBDP's web site.

At the 2010 Annual Meeting, the membership approved changes to Article Five of the Bylaws to establish the addition of two director at-large seats on the Board of Directors. Jeffrey Lucas is now serving a second term in this capacity. One seat is currently vacant. Any member who is interested in serving as a director at-large is encouraged to contact Jim Shea.

Photographic Additions

Jim Shea has continued to make trips to the Beverly Historical Society to scan photographs of the Lexington and Reformatory Branches taken by the late Albert G. Hale. Several of these images are now displayed on the video monitor inside the Freight House and been published in the newsletter. During the Annual Meeting, some of these rare photos will be displayed.

Billerica & Bedford Railroad Book

FBDP assisted Donald Ball with research and historical documents in support of his hardcover book, *George Mansfield and the Billerica & Bedford Railroad*. This excellent book is available for sale at the Freight House and through FBDP's online store.

Indexing of Historical Records and Photographs

This year, Bill Deen began a project to index FBDP's media assets in a computer database. These records include photographs, slides, negatives and video and audio recordings. Later, the project is to be extended to paper records that are of historical significance.

Special Committees

Under Article 6 of the Bylaws, the president may appoint members to "special committees" and "task forces" for a term of up to one year for the purpose of carrying out specific tasks. A brief description and the membership of each special committee or task force follows.

Barry Sampson has chaired the **Hobby Show Committee**. The committee's purpose is to represent FBDP at shows and exhibits where our merchandise may be sold. Barry has been unsuccessful in obtaining assistance from members to attend shows this year.

Arthur Ellis chairs the **MacLean Model Railroad Committee**. The committee's purpose is to restore, install and maintain an HO-scale model railroad layout of Bedford inside the Freight House. This layout was donated to FBDP in 2002 by the family of the late Donald MacLean. Please see Arthur's report on page 14.

Donald Corey, William Deen and Jeffrey Lucas were appointed to a **Task Force** to study the organization's possible future directions, particularly the question of whether to continue operation of the Freight House, and to make recommendations to the Board of Directors.

William Patton, Jeffrey Lucas and William Deen have advocated that FBDP publish a book that chronicles the history of the Lexington and Reformatory Branches and conveys the oral histories that FBDP has gathered over the years. This possible project might prompt the formation of a future special committee.

Ongoing Tasks and Future Goals

- ▶ Motivate members to become volunteer Freight House shopkeepers
- ▶ Find at least two members to become officer candidates at the 2013 Annual Meeting
- ▶ Appoint a member to an at-large seat on the Board of Directors
- ▶ Catalog historical documents and photographic, video and audio assets
- ▶ Make digital backup copies of photographic, video and audio media
- ▶ Continue to organize FBDP's financial, Board of Directors and corporate records
- ▶ Publish a book about the former B&M Lexington and Reformatory Branches

Membership Report of the Clerk

by Meredith J. Clark

Memberships (as of September 30, 2012)

Classification	Enrollment
Individual	35
Family	20
Senior/Individual	26
Senior/Family	36
Lifetime Individual	27
Lifetime Family	48
Lifetime Senior/Individual	30
Lifetime Senior/Family	20
Total number of members	242

New Activity (October 1, 2011, through September 30, 2012)

Classification	Enrollment
New Memberships	3
Renewals	90
Membership Upgrades	0

Financial Report of the Treasurer

by Marcia L. Sternberg

CITIZENS BANK CHECKING ACCOUNT

OPENING BALANCE - JANUARY 1, 2012.....	\$ 3,207.37
Income.....	33,042.46
Expense.....	23,755.46
Total Checking Account Balance - 9/30/2012.....	12,494.37

CURRENCY ON HAND

Cash in safe.....	287.00
Cash in register drawer.....	287.00
Total currency.....	574.00

CITIZENS BANK SAVINGS ACCOUNT

Grants.....	3,045.45
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★ Total cash assets 16,113.85

Total of funds held in escrow for future payout..... 4,682.35

Friends of Bedford Depot Park, Inc.

Monthly Financial Report

September 30, 2012

CITIZENS BANK - GENERAL CHECKING ACCOUNT

Bank Balance		12,202.32
Deposits outstanding		557.47
Checks outstanding		265.42
Checkbook Balance		12,494.37
Starting change in cash register	In cash drawer	287.00
	In safe	287.00
Amounts collected and held in escrow		
Massachusetts Sales Tax (paid quarterly)		134.34
Massachusetts Meals Tax (paid monthly)		3.90
Town of Bedford: Food profits and RR car donations (paid annually)		4,266.25
Nonprofit consignments (paid quarterly)		
Bedford Historical Society		181.25
Bedford Minuteman Company		96.61
TOTAL FUNDS HELD IN ESCROW		4,682.35
TOTAL UNRESTRICTED FUNDS		8,386.02

**CITIZENS BANK - SAVINGS ACCOUNT
RESTRICTED FUNDS
GRANTS**

September 30, 2012

400	Billerica & Bedford Railroad Interpretive Track Construction H. Albert Webb Railroad Preservation Award	705.51
401	William S. Marsh donation for a sign	1,000.00
402	DPW employees bench donation For a bench in the memory of Burton Coburn	155.00
403	Preservation Fund Money added by members to their annual dues; used for expenditures related to the purchase and display of historical items	181.52
406	Amherst Railway Society railroad photos display grant For video display of historical photos inside the Freight House	101.31
407	Billerica & Bedford Railroad plaque installation	120.00
408	Interest earned on Savings Account	7.11
409	Amherst Railway Society, Inc., railroad image display system	<u>775.00</u>
TOTAL RESTRICTED FUNDS		3,045.45

FBDP Actual Expenses 2012

	YTD 2012	January	February	March	April	May	June	July	August	September	October	November	December
Contract Labor	536.86					45.00	219.38	261.23	11.25				
Food for Resale	3,875.53			1,056.32	215.58	861.97	264.71	736.20	661.91	78.84			
Merchandise for Resale	3,435.09		94.00	300.44	118.18	373.11	355.52	650.69	1,423.30	119.85			
FH Furnishings/ Displays	454.93			79.99	79.99					294.95			
FH Supplies	457.13	6.89	99.81	123.28	92.24		52.61	27.94	29.07	25.29			
FH Consignments	703.01				67.96			635.05					
Sales	17.12		17.12										
Commissions													
I.T. Equipment/ Software	681.07	99.99	28.12			279.00	49.99	44.99	79.98	99.00			
Credit Card Processing	210.50	29.37	4.99	12.80	23.69	35.61	18.50	27.07	30.19	28.28			
Communications	550.59	67.39	63.55	59.95	59.95	59.95	59.95	59.95	59.95	59.95			
Hobby Shows	25.00								25.00				
Membership Services	143.55	143.55											
Meetings	0.00												
Newsletter	1,005.54	50.00	316.66			366.66			272.22				
Office Supplies	434.31	95.98	26.76	6.78	193.74	89.90		4.99	16.16				
Office Postage	635.39	187.91	75.20	55.00	3.05	78.35	75.37	20.00	114.87	25.64			
Office Equipment	143.99						143.99						
Govt. Fees	0.00												
Historic Preservation	0.00												
Grant Projects	0.00												
Model R R	205.94				205.94								
TOTAL	13,515.55	681.08	726.21	1,694.56	1,060.32	2,189.55	1,240.02	2,468.11	2,723.90	731.80	0.00	0.00	0.00

Note: Expenses such as Sales and Meals Taxes are not shown.

Report of Freight House, Online Web Store and Mail Order Sales

October 1, 2011 — September 30, 2012

by James A. Shea

Gross Sales Income*

FBDP Merchandise	\$ 7,826.58
Shipping	466.22
Charitable Contributions	7,629.32 [†]
Membership Dues	1,375.00
Consignment Merchandise.....	1,577.40
Food	8,085.71
Railroad Car Donations.....	159.58
DPW Bikeway Map	526.00 ^{††}
Total Gross Sales	27,645.81

Gross Profits*

FBDP Merchandise	\$ 3,494.14
FBDP Sales Commissions	236.71
Food	4,394.67
Total Gross Profits.....	8,125.52

* Gross sales and profit figures include revenues collected from external sales events (e.g., hobby shows), the online store (www.BedfordDepot.org/store) and merchandise mail orders.

[†] The **charitable contributions total** is comprised of (1) donations that were received with membership renewals and (2) donations made by Freight House visitors. This total does not include any grants.

^{††} This is a new item as of 9/24/11. All proceeds from the sale of the DPW Minuteman Bikeway Map are transmitted to the Depot Park Revolving Fund.

MacLean Model Railroad Committee Report

by Arthur E. Ellis

This year, the committee has primarily been involved in routine maintenance of the railroad. We have not undertaken any significant improvements. A major change was Jim's installation of the coin-operated device which is a moneymaker and has limited the wear and tear on the equipment. We will continue to provide routine maintenance. Some small improvements to controls and scenery will hopefully be attempted next year. Thanks to committee members Dave Shamlan and Chase Green for their continued involvement with maintaining the railroad.

E-mail: ArtEllis@BedfordDepot.org