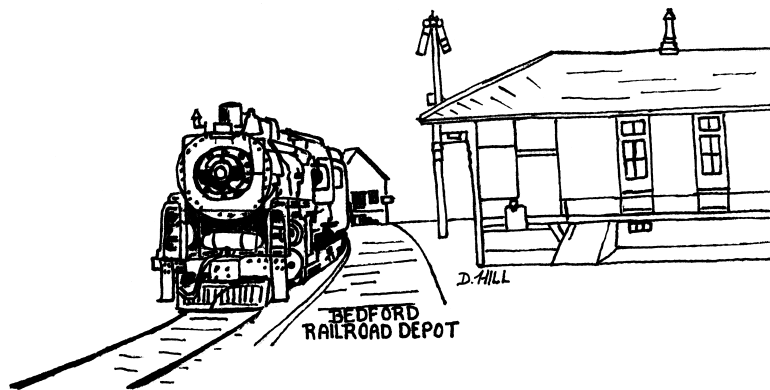


**FRIENDS OF
BEDFORD DEPOT PARK, INC.**



2018 ANNUAL REPORT

**Presented at the Annual Meeting
Saturday, October 27, 2018**

**Rail Diesel Car 6211
Bedford, Massachusetts**

**Now Marking
23 Years!
1995—2018**

October 27, 2018

Greetings!

The officers welcome members and their guests to this 23rd **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 an **agenda** for today's meeting. After the officer and committee reports are given and other official business is conducted, any additional business that is properly presented by members in good standing will be entertained. (See *Miscellaneous New Business*.) Then, for the "entertainment" portion of today's meeting, we will hear from Doug Herrick and Bill Klauer, co-presidents of the Acton Historical Society, about Acton's interesting railroad history. Did you know that the B&M Reformatory Branch once connected with the Nashua, Acton & Boston Railroad?

Before you leave, please take advantage of a special opportunity today to receive a 30% discount on an FBDP item of your choice at the Freight House.

The directors appreciate your attendance today!

Sincerely,

Jim Shea
President

2018 ANNUAL MEETING

AGENDA

- 1. Call to order of the business portion of the meeting
- 2. Reports:
 - a. Clerk
 - b. Treasurer
 - c. Vice President
 - d. President
- 3. Miscellaneous new business
- 4. Adjourn the business meeting
- 5. Acton’s railroad history — by Doug Herrick and Bill Klauer
- 6. Lunch

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Report of the President

by James Shea

Freight House

FBDP operates the Freight House **welcome center** as a public service on weekends during the bikeway season, which is generally March through October. Last year, we were again able to extend weekend openings into December, primarily for holiday gift shoppers. The organization is grateful for the volunteer shopkeeper coverage provided by John Cooper, Greg and Henry Carpenter and Cynthia Mork.

Our nonexclusive Freight House license from the Town stipulates that proceeds from food sales be given to the municipality's Depot Park Revolving Fund to help pay for Depot Park's operating expenses. In January, FBDP conveyed \$1,127.58 to the fund. This figure represents the proceeds collected during calendar year 2017 from food sales, railroad car donations, and sales of the DPW's Minuteman Bikeway map. Since 2000, the organization has raised **\$58,490.44** for the fund. The Freight House had a late opening in 2017 due to a Town project to replace the platform, ramp and steps outside the building. The fewer openings caused a reduction in overall sales revenue for the previous calendar year.

Holiday open house and sales event

The organization held a holiday sales event that attracted a few hundred people to the Freight House and Budd Car museum during the weekend of December 2 and 3. Michele Herron created dozens of treats that were given to child visitors. The event bolstered sales of holiday gifts from Friends, Historical Society and Minuteman Company—and at least as important, it introduced many people to Depot Park and the Freight House for the first time. We plan to hold another holiday open house at the Freight House on December 1 and 2 of this year.

Fundraising Drive

Last November, vice president Bill Deen wrote a letter to the membership to request donations to support the organization's activities, particularly our Freight House labor expense. Forty-one members and businesses responded, donating a total of \$3,400.00. The directors are truly grateful for this vital support! Another drive is planned for late November of this year to raise funds to support operation of the Freight House welcome center in 2019.

Freight House Public Restrooms Donation

For the past few years, a person who wishes to remain anonymous has donated money to FBBDP so that we may pay a custodian to open the Freight House public restrooms on weekdays during November and April. Normally, these are times of the year when the public restrooms are open on weekends only. FBBDP recently paid the Bedford Facilities Department \$809.26 for weekday custodial labor costs incurred in November 2017 and April 2018.

In December 2017, this same donor sent FBBDP a contribution to have the restrooms open on weekdays in November 2018 and April 2019. The organization will arrange to have a custodian maintain the restrooms during these two months.

Depot Park Revolving Fund

Voters approved an article at Annual Town Meeting in March to reauthorize a revolving fund for Depot Park. This account is under the control of the Facilities Department and is intended for Depot Park operating, maintenance and capital expenses. The fund's income comes from rent collected from Depot tenants, proceeds from Freight House food sales, and rentals of the Budd Car. The fund's balance as of June 30, 2018, was \$41,176.78. This is an increase of \$8,336.46 year over year. Joseph Piantedosi, chair of the Depot Park Advisory Committee, anticipates that some of the fund's money will be applied to future infrastructure improvement projects.

Merchandise Sales

Sales of literature, videos and apparel provide the greatest share of revenue that FBBDP needs to function. In addition to sales that occur at the Freight House, FBBDP receives orders through its online store: **www.BedfordDepot.org/store**

Merchandise from the Bedford Historical Society and the Bedford Minuteman Company is sold on a consignment basis at the Freight House. Some of these items are also sold through FBBDP's online store. A total of \$2,019.02 of Historical Society and Minuteman Company merchandise, \$140.00 in DPW Trail Guides, and \$106.00 in DPW Minuteman Bikeway Maps were sold at the Freight House during the past 12 months. Our organization retains 15% of BHS and BMC consignment sales to help pay for FBBDP's operating and credit card expenses.

See page 13 for a summary of revenues.

Newsletter

Publication of the *Bedford Depot News* newsletter is an important mission of our organization. Three additional issues were published during the past year at a cost of approximately \$400 per issue for printing and postage. The organization has so far published 170 issues! Another issue is now being written for publication in November.

Rail Diesel Car 6211

Ex-Boston & Maine RDC 6211 came to Bedford 20 years ago. After a lengthy project to cosmetically restore the car, it now hosts a museum in its baggage room—and at 63 years of age, #6211 is a museum piece in and of itself! The Budd Car is normally open at times when the Freight House is open. The Town rented the car several times during the past year for events, parties and meetings. These proceeds are deposited in the Depot Park Revolving Fund.

A day-long “Polar Express” rental last December brought hundreds of visitors to Depot Park. Another Polar Express rental is planned for December 1 of this year.

Freight House siding

We thank member Martin Merva for his outstanding volunteer work to uncover the old siding that once served the Freight House. It is now possible to see the original rail and some of the ties.

Book project

Vice president Bill Deen has been making good progress on a book the organization hopes to publish about the history of the Lexington and Reformatory Branches. He has been reviewing back issues of our newsletter to identify articles, oral history interviews and photos that are good candidates for inclusion in the book. Also, Bill has obtained old timetables and visited the Boston & Maine Railroad Historical Society’s archives for additional content.

Board of Directors

The Board of Directors is comprised of the four elected officers plus two directors at-large, Joseph Impellizeri and Jeffrey Lucas. Jim Shea is the chair and Bill Deen is the recording secretary. The Board of Directors met four times during the past year to conduct long-term planning and to oversee FBDP’s financial affairs and general operation. Their next regular meeting is scheduled for December 9.

Special Committees

Arthur Ellis chairs the **MacLean Model Railroad Committee**. The committee’s purpose is to restore, install and maintain the HO-scale model railroad layout of Bedford that is inside the Freight House.

Ongoing Tasks and Future Goals

- ▶ Begin a fundraising drive to support operation of the Freight House in 2019
- ▶ Organize FBDP’s historical document collection in filing cabinets
- ▶ Design an interpretive sign for display next to the old steam locomotive water column foundation that is near the Freight House
- ▶ Town project: Install LED lights on the Depot’s rooftop train order signals

Membership Report of the Clerk

by Michele Herron

The membership renewal process for the Bedford Depot Park has remained fairly unchanged over the past 12 months, with updates and renewal notifications continuing to be completed in a timely fashion. Typically, the clerk processes renewals within 30 days of receipt; however, at busy times of year it can extend to ~45+. Once the renewal is processed, a new membership card is printed and mailed to the member, indicating their membership's expiration date.

As of October 19th, 2018, the Friends of Bedford Depot Park has 154 active memberships with a total of 207 members. Thirteen of these active memberships are categorized as complimentary memberships and is a new designation that had not been previously included in active membership figures for 2016 and 2017. These memberships were previously defined as complimentary newsletters; however, the organization has since identified a need to clarify the designation between complimentary newsletter versus complimentary membership. The FBDP provides 42 complimentary newsletters to various people such as town selectman or organizations such as the Massachusetts Bay Railroad Enthusiasts and the Beverly Historical Society, while complimentary memberships are typically reserved for individuals who have provided a service to the FBDP and/or donated historical artifacts.

When attempting to compare figures to last year, if Complimentary memberships are not included, memberships totaled 141, down from 144 the same time last year. Within total memberships, numbers have shifted slightly across type as some Individual Memberships have become Family Memberships or vice versa. While Lifetime Memberships are no longer offered, they account for 53% of total memberships.

Active Membership Summary: As of October 19, 2018

Membership Type	Membership Total		Member Total*	
	#	%	#	%
Lifetime Individual	49	32%	49	24%
Lifetime Family	32	21%	64	31%
Individual	26	17%	26	13%
Family	6	4%	12	6%
Senior Individual	13	8%	13	6%
Senior Family	15	10%	30	14%
Complimentary**	13	8%	13	6%
TOTAL	154	100%	207	100%

* Family memberships are multiplied by 2 to estimate number of total members.

** In 2017 Complimentary Membership information was not categorized; however, in 2018 the database was adjusted to differentiate between complimentary memberships and complimentary newsletter mailings.

In an effort to increase memberships, the Board of Directors conducted a strategy session in November 2017 to identify opportunities and approaches for attracting new members. From the session, a decision was made to develop and/or participate in town wide events that would raise awareness of the organization with local residents who may ultimately choose to support the Friends of Bedford Depot Park. These events included a holiday shopping event at Depot Park in December as well as participation in the town's Summer Walkabout and Bedford Day Fair. Additionally, the organization is planning to participate in the town's December Holiday Walkabout. Ultimately, we have only received two new memberships over the past year, but believe strongly that these types of activities help to promote the value of the organization and will eventually pay dividends to the growth of the Friends of Bedford Depot Park.

Financial Report

by Walter Weinfurt, Treasurer

FBDP began 2018 with a healthy financial posture. Our combined accounts totaled \$19,022.79. This balance was comprised of the following: checking \$11,648.49, currency on hand (i.e. cash drawer) \$1,330.40 and \$6,043.90 escrow (restricted funds).

By September 30th our year-to-date financial position improved to \$24,335.28, an increase of \$28%. This balance includes: checking \$13,248.99, currency on hand \$5,041.94 and escrow \$6,044.35.

Our September financial position was enhanced by a \$4,000 donation from the Evelyn B. Stickney Trust. Adjusting our current financial position for this generous bequest revises our year-to-date growth percentage to a more reasonable 6.9%.

Comparing our September 30, 2018 financial position with our prior year, our September 30, 2017 balance was \$14,375.97 which was comprised of: checking \$9,497.67, currency on hand \$665.05 and escrow \$4,213.25.

In summary, FBDP's financial position continues to remain robust as detailed in the Financial Report which follows. Additionally, projected revenues from this year's annual fundraising effort will serve to further solidify and improve our financial position.

Financial Report

by Walter Weinfurt, Treasurer

CITIZENS BANK CHECKING ACCOUNT

Opening Balance - 1/01/18	\$11,648.49
Total Checking Account Balance - 9/30/18.....	13,248.99

CURRENCY ON HAND

Safe.....	0.00
Register Drawer:	
Cash.....	\$1,041.94
Checks.....	4,000.00
Total Currency.....	5,041.94

CITIZENS BANK SAVINGS ACCOUNT

Grants and Restricted Accounts - 9/30/18.....	6,044.35
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★ Total Cash Assets **\$24,335.28**

★ Amounts collected and held in escrow

Massachusetts Sales Tax (paid quarterly)	73.85
Massachusetts Meals Tax (paid monthly)	1.05
Town of Bedford: Food profits, RR car donations and kiosk maps (paid annually)	1,582.02
Nonprofit consignments (paid quarterly)	
Bedford Historical Society	22.61
Bedford Minuteman Company	19.62
Bedford DPW	0.00

TOTAL FUNDS HELD IN ESCROW **1,699.15**

TOTAL UNRESTRICTED FUNDS **\$22,636.13**

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

September 30, 2018

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
408	Interest earned on Savings Account	2.32
410	Freight House Public Restrooms Fund	4,000.00
TOTAL RESTRICTED FUNDS		\$6,044.35

Report of Freight House, Online Store and Mail Order Sales

October 1, 2017 — September 30, 2018

by James Shea

Gross Sales Income*

FBDP Merchandise	\$ 4,511.82
Shipping	382.43
Charitable Contributions	11,411.55 [†]
Membership Dues	1,360.00
Consignment Merchandise.....	2,159.02
FBDP Special Events	0.00
Food	3,341.65
Railroad Car Donations.....	78.37
DPW Bikeway Map	106.00 ^{††}
Total Gross Sales	23,350.84

Gross Profits*

FBDP Merchandise	\$ 2,056.95
FBDP Sales Commissions	302.95
Food	1,716.56
Total Gross Profits.....	4,076.46

* 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 from members and the public and (2) donations made by Freight House visitors. The amount shown includes money received from the 2017 fundraising drive.

^{††} All proceeds from the sale of the DPW Minuteman Bikeway Map are transmitted to the Depot Park Revolving Fund.