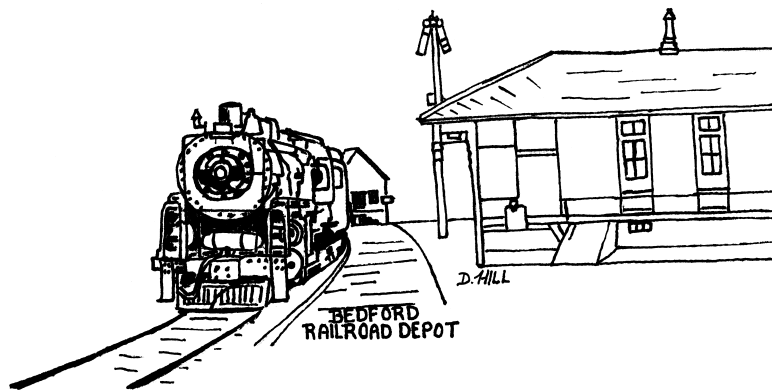


**FRIENDS OF
BEDFORD DEPOT PARK, INC.**



2020 ANNUAL REPORT

Presented at the Annual Meeting
Sunday, October 18, 2020

Meeting held online via Zoom

**We celebrate
25 years of
the Friends!
1995–2020**

**And the 65th
birthday of
RDC 6211
1955–2020**

October 18, 2020

The officers welcome members and guests to this 25th **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.

As allowed by temporary state legislation ([Massachusetts Legislature, Acts of 2020, Chapter 53*](#)) that allows meetings of public corporations to occur remotely due to the current pandemic, this meeting is being held online through Zoom. We thank director Joseph Impellizeri for hosting the meeting using his Zoom account.

On the next page is an **agenda** for today's meeting. After the officer and committee reports are given and officer elections are held, any additional business that is presented by members in good standing may be introduced. (See *Miscellaneous New Business*.) We previously requested through the newsletter that anyone wishing to bring business before this meeting notify the president in advance. Members may also signal through Zoom that they wish to be heard.

Sincerely,

Jim Shea
President

** Notwithstanding [Section 7.08 of Chapter 156D of the General Laws](#) or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19 and the declaration of a state of emergency issued on March 10, 2020, for the duration of said state of emergency and 60 days thereafter, a public corporation, as referenced in said section 7.08 of said chapter 156D and otherwise consistent with the other provisions of said section, may conduct an annual or special meeting of the shareholders solely by means of remote communication.*

2020 ANNUAL MEETING

AGENDA

1. Call to order and recording of attendance
2. Reports:
 - a. Clerk
 - b. Treasurer
 - c. Vice President
 - d. President
3. Miscellaneous new business
4. Adjourn

Published Reports

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Report of the President

by James Shea

Freight House

Since 2000, FBBDP has operated the **Freight House welcome center** as a public service on weekends during the bikeway season and beyond. The organization much appreciates the volunteer shopkeeper coverage provided by Greg and Henry Carpenter, John Cooper and Cynthia Mork that made this service again possible in 2019.

The organization makes annual contributions to Bedford's Depot Park Revolving Fund to help pay for Depot Park's operating expenses. In January, FBBDP conveyed \$2,022.35 to the fund, an increase of 14.8% over last year, which represents the proceeds collected during calendar year 2019 from food sales, railroad car donations and sales of the DPW's Minuteman Bikeway map. Since August 2000, the organization has raised **\$62,272.88** for the fund. In addition, FBBDP conveyed a donation of \$335.55 to the Revolving Fund to pay for custodial coverage to open and maintain the Freight House public restrooms on weekdays last November.

Due to restrictions caused by the ongoing pandemic, the Freight House and Budd Car museum have remained closed to the general public this year. The directors are hopeful that the welcome center will be in a position to resume operation at some point next year, perhaps with new protocols that may be required by the state government and the local health department.

Archives

The organization made great strides during the past year to organize and index its growing collection of photographs, documents, video and audio recordings, and oral histories related to the Lexington and Reformatory Branches and the Billerica & Bedford Railroad. Assets that were previously kept in bins and cartons are now stored in several file cabinets and are organized by their subject. These archives are a vital research tool for newsletter articles and a continuing project to publish a book about the history of the local railroad.

The collection now includes over 1,000 photos that have been entered into a searchable computer database. Donations from members have made it possible to have 8x10 prints made of photos that previously existed only in digital form. Photos that exist only in print form are being scanned as high resolution digital files.

Hundreds of 35 millimeter slides and 4x6 prints that were taken between the early 1990s and early 2000s have been placed in three-ring binder sleeves. These images chronicle the organization's early years, the local railroad right-of-ways, and construction of the Minuteman Bikeway. Also, prints are being made of digital photos that were taken during construction of

Depot Park, rehabilitation of the Freight House building, and cosmetic restoration of RDC 6211. These photos are being placed in three-ring binders.

Depot Park Revolving Fund

Annual Town Meeting in July approved an article to reauthorize a revolving fund for Depot Park. This account is under the control of the Facilities Department with input from the Depot Park Advisory Committee. It is intended for Depot Park's operating, maintenance and capital expenses, thereby keeping operation of Depot Park cost-neutral to Bedford taxpayers. The fund's income comes from rent collected from Depot tenants, proceeds from Freight House food sales, and Budd Car 6211 rentals. The fund's balance as of June 30, 2020, was \$69,012.96. This is an increase of \$14,474.73 year over year. The revenue will support future capital improvement and maintenance projects such as replacement of the porch, ramp and steps at the Depot.

Merchandise Sales

Sales of literature, videos and apparel provide an important source 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). Gross sales of FBBDP merchandise totaled \$2,019.22. Of that amount, gross profit was \$945.17. Sales proceeds were down considerably in 2020 due to the Freight House being closed during the pandemic. See page 13 for a summary of sales activity.

Merchandise from the Bedford Historical Society and the Bedford Minuteman Company is sold on a consignment basis. A total of \$855.49 of Historical Society and Minuteman Company merchandise, \$30.00 in DPW Trail Guides, and \$16.00 in DPW Minuteman Bikeway Maps were sold 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 processing expenses.

Fundraising Drive

As in prior years, vice president Bill Deen wrote a letter last November to the membership to request donations to support the organization's activities, particularly our operation of the Freight House welcome center. Thirty-five members responded, donating a total of \$3,345.00. The directors are very grateful for this response! Another drive is planned for late November of this year to raise funds to support the organization in 2021.

Newsletter

Publication of the *Bedford Depot News* newsletter is an important aspect of our organization. It covers the history of the local railroad plus news about Depot Park. Four 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 178 issues! Each issue is saved in the archives, and another issue is now in the works that ought to be mailed in December. Bill Deen has contributed several interesting articles based on research he has been conducting for FBDP's book project.

Book Project

Vice president Bill Deen has written drafts of seven chapters of a book that the organization plans to publish about the history of the local railroad. The Boston & Maine Railroad Historical Society's archives have been a valuable resource in this endeavor.

Water Column Interpretive Sign

A generous donation made by the Frank W. Thompson Lodge in 2018 provided the funds to install a bench in the Freight House plaza and an interpretive sign that explains the historical significance of a steam locomotive water column foundation that is adjacent to the Freight House. The sign was installed last December. The contribution will also purchase four additional bicycle racks that the DPW will install in the Freight House plaza.

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. The next regular directors meeting is scheduled for December 13.

Special Committees

Arthur Ellis chairs the **MacLean Model Railroad Committee**. He is primarily responsible for maintaining the operation of the HO-scale model railroad layout of Bedford that is inside the Freight House.

Primary Ongoing Tasks and Future Goals

- Begin a fundraising drive to support operation of FBDP and the Freight House in 2021
- Continue to organize and index FBDP's historical assets
- Complete a photo album of 4x6 prints that chronicle the construction of Depot Park
- Continue to scan photographic prints that are in the archives
- Make plans to reopen the Freight House welcome center in 2021
- Continue our progress to publish a book about the Lexington and Reformatory Branches

Membership Report of the Clerk

by Michele Herron

As of October 12, 2020, the Friends of Bedford Depot Park had 156 active memberships representing 209 members. Our active memberships number is down only slightly from our 2019 figure of 157. Memberships continue to be categorized into seven different groups: Lifetime Individual, Lifetime Family, Individual, Family, Senior Family, Senior Family, and Complimentary Memberships. Lifetime memberships are no longer offered and currently represent 53% of our members. A general trend that the organization has continued to experience year after year is a slight shift of members between categories as individuals become families or vice versa and individuals/families become senior individuals/senior families.

We are pleased to report that the organization had 6 new memberships this past year, up from 5 last year and only 2 in 2018. However, we also saw 7 memberships become inactive this past year, and another 5 that will potentially become inactive by October/November if a renewal is not received. The current business rule is that if a renewal is not received 30 days after the second reminder notice is sent the member is made inactive and will not receive the upcoming newsletter. However, the organization has been lenient with this rule since the COVID pandemic, allowing several months to lag before adjusting memberships to an inactive status.

Active Membership Summary (excluding complimentary newsletter mailings)

| Membership Type | Membership Total | | | Member Total* | | |
|---------------------|------------------|-----------------|-------------|---------------|-----------------|-------------|
| | Oct. 2019 | Oct. 2020 | | Oct. 2019 | Oct. 2020 | |
| | # | # | % | # | # | % |
| Lifetime Individual | 49 | 46 (↓3) | 29% | 49 | 46 (↓3) | 22% |
| Lifetime Family | 32 | 32 | 21% | 64 | 64 | 31% |
| Individual | 22 | 24 (↑2) | 15% | 22 | 24 (↑2) | 11% |
| Family | 6 | 6 | 4% | 12 | 12 | 6% |
| Senior Individual | 18 | 21 (↑3) | 13% | 18 | 21 (↑3) | 10% |
| Senior Family | 17 | 15 (↓2) | 10% | 34 | 30 (↓4) | 14% |
| Complimentary** | 13 | 12 (↓1) | 8% | 13 | 12 (↓1) | 6% |
| TOTAL | 157 | 156 (↓1) | 100% | 212 | 209 (↓3) | 100% |

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

** Complimentary memberships are those memberships typically reserved for individuals who have provided a service to the FBDP and/or donated historical artifacts.

(Continued on next page)

This past year, the FBDP provided 51 complimentary newsletters to various people such as Town Selectmen or organizations such as the Mass Bay Railroad Enthusiasts and the Beverly Historical Society, an increase from 48 provided in 2019.

From a processing standpoint, due to the COVID-19 pandemic, we had experienced a delay in processing membership renewals from mid-March until the June timeframe. Additionally, for the past ~2 years we had been creating and mailing membership cards after a renewal is processed; however, this practice was paused from mid-March until September due to resource limitations, but has since been slowly reinstated.

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

September 30, 2020

| | | |
|-------------------------------|--|-------------------|
| 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 |
| 408 | Interest earned on Savings Account | 4.69 |
| 410 | Freight House Public Restrooms Fund | 2,000.00 |
| 411 | F.W. Thompson Masonic Lodge Interpretive Sign, Park Bench, 2 Bike Racks | 2,371.54 |
| TOTAL RESTRICTED FUNDS | | \$6,236.74 |

**CITIZENS BANK - SAVINGS ACCOUNT
UNRESTRICTED FUNDS**

September 30, 2020

| | |
|--|--------------------|
| 500 Cash Reserve | \$20,000.00 |
| For FBDP expenditures approved by the Board of Directors | |
| TOTAL UNRESTRICTED FUNDS | \$20,000.00 |
| TOTAL RESTRICTED/UNRESTRICTED FUNDS | \$26,236.74 |

Report of Freight House, Online Store and Mail Order Sales

October 1, 2019 — September 30, 2020

by James Shea

Gross Sales Income*

| | |
|--------------------------------|------------------------|
| FBDP Merchandise | \$ 2,019.22 |
| Shipping | 299.46 |
| Charitable Contributions | 11,806.66 [†] |
| Membership Dues | 1,525.00 |
| Consignment Merchandise..... | 885.49 |
| FBDP Special Events | 0.00 |
| Food | 362.01 |
| Railroad Car Donations..... | 15.00 |
| DPW Bikeway Map | 16.00 ^{††} |
| Total Gross Sales | 16,928.84 |

Gross Profits*

| | |
|---------------------------------|-----------------|
| FBDP Merchandise | \$ 945.17 |
| FBDP Sales Commissions | 128.35 |
| Food | 205.29 |
| Total Gross Profits..... | 1,278.81 |

* 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 2019 fundraising drive, a donation received from the Bedford Friends of the Minuteman Bikeway, and a contribution from an anonymous donor to open the Freight House public restrooms on weekdays in November 2020 and April 2021.

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