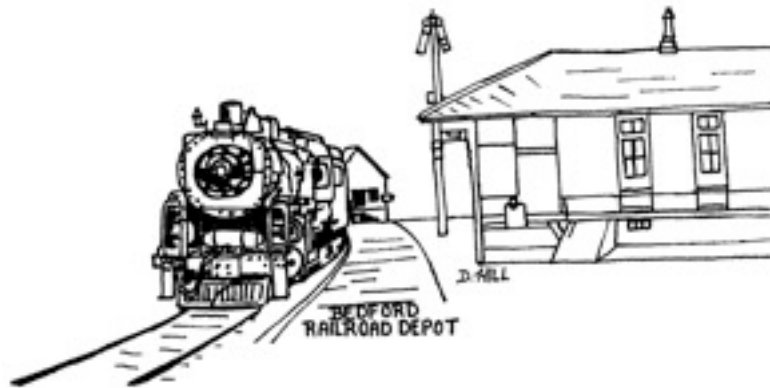


**FRIENDS OF
BEDFORD DEPOT PARK, INC.**



2021 ANNUAL REPORT

Presented at the Annual Meeting
Saturday, October 30, 2021, 1:00 P.M.

Meeting held online via Zoom and at
Bedford Freight House, 120 South Road
Bedford, Massachusetts

Revised 11-02-21

In Memoriam
Walter Weinfurt
FBDP Treasurer
2017–2021

October 30, 2021

The officers welcome members and guests to this 26th **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.

Due to the ongoing pandemic, this meeting is being held through remote participation (see [Massachusetts General Laws, Part 1, Title XXII, Chapter 156D, Section 7.08](#)) and by in-person participation at Bedford Freight House, 120 South Road, Bedford, Massachusetts. We thank director Joseph Impellizeri for hosting the meeting online 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*.) Members who are participating remotely may signal through Zoom that they wish to be heard.

The organization was saddened by the sudden loss of Walter Weinfurt in January. He served as treasurer for four years and is missed.

Sincerely,

Jim Shea
President

2021 ANNUAL MEETING

AGENDA

1. Call to order and recording of attendance
2. Reports:
 - a. Clerk
 - b. Treasurer
 - c. Vice President
 - d. President
3. Officer elections: clerk, treasurer, vice president and president
4. Miscellaneous new business
5. Entertainment: recent historic photo accessions
6. Adjourn

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Report of the President

by James Shea

Freight House

Our organization manages the **Freight House welcome center** as a public service to bikeway users and Depot Park visitors. The building and railroad car have been closed to the general public since 2020 due to the pandemic. The current outlook is for a reopening next year that will be safe for both visitors and shopkeepers.

Through proceeds received from snack and beverage sales and donations, the organization makes annual contributions to Bedford's Depot Park Revolving Fund to help pay for Depot Park's operating expenses. Since 2000, the organization has raised **\$62,272.88** for the fund.

Treasurer Vacancy

The organization has been without a treasurer since January, and we are actively recruiting for someone to hold this important post on either an interim or sustaining basis. Meanwhile, financial duties have been shared between vice president Bill Deen and president Jim Shea. Director at-large Jeffrey Lucus is preparing financial reports that are due to the state and I.R.S.

Archives

The organization has continued to organize and index its growing collection of photographs, paper documents, video and audio media, and oral histories related to the Lexington and Reformatory Branches and the Billerica & Bedford Railroad. We completed a large project to transfer hundreds of 4x6 prints and negatives that were stored in paper sleeves and 35 millimeter slides that were stored in Carousel trays to several three-ring binders for easier access.

High quality prints were made of images that existed only in digital form. These include hundreds of photos that chronicle the construction of Depot Park, the restoration of Rail Diesel Car 6211, the rehabilitation of the Freight House building and the Passenger Depot facade, and digital scans of historical photos that were obtained from multiple sources. Generous financial donations from members during the past year have made these accomplishments possible.

Several old B&M employee timetables and maps have also been added to the archives. These documents are valuable research material for newsletter articles and FBDP's book project.

Merchandise Sales

Sales of literature, videos and apparel provide a supplemental source of revenue for the organization. With the Freight House being closed during the past year, sales have been confined to the online store (www.BedfordDepot.org/store). Gross sales of FBDP merchandise totaled

\$499.42 during the past 12 months. Of that amount, gross profit was \$247.58. See page 14 for a breakdown of sales activity.

Merchandise from the Bedford Historical Society and the Bedford Minuteman Company is sold on a consignment basis. A total of \$1,001.12 of Historical Society and Minuteman Company merchandise and \$50.00 in Department of Public Works trail guides were sold during the past year. FBBDP retains 15% of BHS and BMC consignment sales to help pay for 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. Forty members responded, donating a total of \$3,870.00. 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 2022.

Newsletter

Publication of the *Bedford Depot News* newsletter is an important function 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 182 issues! Each one is saved in the archives. A new issue is now being prepared for mailing in December.

Book Project

Vice president Bill Deen completed a draft of a book that the organization plans to publish about the history of the local railroad. The next steps include prepress work on the book's images, obtaining price quotes from printers, and developing a budget for the project. The Boston & Maine Railroad Historical Society and its archivist, Rick Nowell, have been very helpful with this project.

Depot Park Revolving Fund

Annual Town Meeting in May 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 earmarked 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, 2021, was \$77,328.37. This is an increase of \$8,315.41 year over year. The revenue will support future capital improvement and maintenance projects such as replacement of the Depot's platform, ramp and steps and painting work on the building's facade.

Additional Bicycle Racks

A generous donation made by the Frank W. Thompson Lodge in 2018 has provided the funds to add two additional bicycle racks in the Freight House plaza. The DPW is handling the purchase and installation of the racks.

Hardware Donations

The organization received a donation of several Macintosh computers from a local company for use at the Freight House. We purchased solid state drives for them and deployed the computers in the archives room and as replacements for older computers that operated the photo slide show on the Freight House plaza kiosk and the computers that operate the web cameras and security system.

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 via Zoom to conduct long-term planning and to oversee FBBDP's financial affairs and general operation. The next regular directors meeting is scheduled for December 17.

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 displayed inside the Freight House.

Primary Ongoing Tasks and Future Goals

- Elect or appoint a treasurer
- Continue to organize and index FBBDP's historical assets
- Continue to scan photographic prints that are in the archives
- Make plans to reopen the Freight House welcome center in 2022
- Conduct a fundraising drive to support the organization in 2022
- Continue our progress to publish a book about the Lexington and Reformatory Branches

Membership Report of the Clerk

by Michele Herron

As of October 25, 2021, the Friends of Bedford Depot Park had 154 active memberships representing 207 members. Our active memberships number is down only slightly from our 2020 figure of 156. 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 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 vis versa and individuals/families become senior individuals/senior families. Although we have experienced similar movement of members between categories, the impact to total numbers is minor.

This past year, we had only 2 new memberships join the organization, down from 6 in 2020 and 5 in 2019. Additionally, we had 4 memberships become inactive, which is less than the 7 that were made inactive in 2020. The business rule we have continued to use 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 continued to be lenient with this rule since the COVID pandemic began, 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. 2020	Oct. 2021		Oct. 2020	Oct. 2021	
	#	#	%	#	#	%
Lifetime Individual	46	46	30.0%	46	46	22.0%
Lifetime Family	32	32	21.0%	64	64	31.0%
Individual	24	24	16.0%	24	24	11.0%
Family	6	6	4%	12	12	6%
Senior Individual	21	19 (↓2)	12.0%	21	19	10.0%
Senior Family	15	15	10.0%	30	30	14.0%
Complimentary**	12	12	8%	12	12	6%
TOTAL	156	154 (↓2)	100%	209	207	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)

Membership Report, concluded:

This past year, the FBDDP provided 51 complimentary newsletters to various people, such as town Selectmen and organizations including the Massachusetts Bay Railroad Enthusiasts and the Beverly Historical Society, consistent with the number provided in 2020.

From a processing standpoint, due to the COVID-19 pandemic and personnel resources, we continue to experience a 30–45 day delay in processing membership renewals. On a positive note, we have successfully reinstated making membership cards for members after a brief pause last year.

Financial Report

CITIZENS BANK CHECKING ACCOUNT

Opening Balance - 10/01/20\$9,120.96
Total Checking Account Balance - 9/30/21..... 14,862.57

CURRENCY ON HAND

Safe..... 0.00

Register Drawer:

Cash..... \$287.00

Checks..... 0.00

Total Currency..... 287.00

CITIZENS BANK SAVINGS ACCOUNT

Grants and Restricted Accounts - 9/30/21..... 6,239.36
Cash Reserve (Unrestricted) - 9/30/21..... 20,000.00 **26,239.36**

★ Total Cash Assets..... \$41,388.93

★ Amounts collected and held in escrow

Massachusetts Sales Tax (paid quarterly) 18.56

Massachusetts Meals Tax (paid monthly) 0.00

Town of Bedford: Food profits, RR car donations and rail-trail maps (paid annually) 6.43

Nonprofit consignments (paid quarterly)

Bedford Historical Society 319.58

Bedford Minuteman Company 0.00

Bedford DPW 30.00

TOTAL FUNDS HELD IN ESCROW 374.57

TOTAL UNRESTRICTED FUNDS \$34,775.00

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

September 30, 2021

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	7.31
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		\$6,239.36

**CITIZENS BANK - SAVINGS ACCOUNT
UNRESTRICTED FUNDS**

September 30, 2021

500 Cash Reserve	\$20,000.00
For FBDP expenditures approved by the Board of Directors	
TOTAL UNRESTRICTED FUNDS IN SAVINGS ACCOUNT	20,000.00
TOTAL RESTRICTED/UNRESTRICTED FUNDS	\$26,239.36

Expenses

October 1, 2020 — September 30, 2021

FBDP merchandise for resale.....	\$ 41.05
Credit card processing fees (Square and PayPal).....	140.35
Newsletter publishing	1,300.76
Fundraising.....	38.71
Advertising and publicity.....	41.04
Historical items for archives	620.96
Payment for sales of consignment merchandise	1,000.80
Food/snacks/beverages for resale.....	0.00
Starting change for cash register.....	0.00
Freight House supplies.....	167.24
Freight House furnishings.....	78.98
Office supplies	305.16
Office postage (includes newsletter mailing).....	1,243.17
I.T. equipment and software.....	1,017.66
Video equipment	155.20
Communications (Internet access and web site).....	1,198.90
Total Expenses	\$ 7,349.98

Report of Freight House, Online Store and Mail Order Sales

October 1, 2020 — September 30, 2021

by James Shea

Gross Sales Income*

FBDP Merchandise	\$ 499.42
Shipping	283.81
Charitable Contributions	6,270.00†
Membership Dues	1,635.00
Consignment Merchandise.....	1,051.12
FBDP Special Events	0.00
Food	1.80
Railroad Car Donations.....	0.00
DPW Bikeway Map	0.00††
Total Gross Sales	9,741.15

Gross Profits*

FBDP Merchandise	\$ 247.58
FBDP Sales Commissions	150.17
Food88
Total Gross Profits.....	398.63

* Gross sales and profit figures include revenues collected from the online store (www.BedfordDepot.org/ store) and merchandise mail orders.

† The **charitable contributions total** is comprised of donations that were received from members and the public, the annual fundraising campaign, and a contribution from an anonymous donor to open the Freight House public restrooms on weekdays in November 2021 and April 2022.

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