BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of July 15, 2009

M I N U T E S

Committee members in attendance: Donald Corey (DC); Joseph Piantedosi (JP); Jim Shea (JS)

Ex-officio committee members in attendance: Richard Jones, Facilities Director (RJ); Angelo Colao, Selectman liaison

Ex-officio committee members not in attendance: Rick Reed, Town Manager (RR); Richard Warrington, DPW Director (RW)

Chairman Joseph Piantedosi called the meeting to order at 3:39 P.M. at Bedford Town Hall.

AC said that Fay Russo has questions about renting the railroad car. RJ said that he will speak with Fay Russo and JS on this topic.

RJ conveyed that the Facilities Department received an inquiry from an antique dealer who expressed interest in renting one or more Depot offices.

The Committee reviewed and discussed the draft Depot Rental RFP dated June 2009.

1. JP suggested that the rental term be a minimum of 3 and a maximum of 10 years. For any term less than 10 years, any extension of up to a total of 10 years would require the approval of the Selectmen.

2. RJ said that he will change Section IV to make all units available immediately except Unit 2 which would be available in 30 days.

3. An Exhibit B is to summarize annual common area costs that would be assessed to tenants on a prorated basis, RJ explained.

4. JP suggested adding language to provide an option for a site visit by Town officials to evaluate the Proposer's business.

5. In lieu of requiring written references, JS suggested that the RFP ask for references that Town officials may phone to collect information about the Proposer.

6. RJ intends to update the submittal requirements to require five names of business references.

7. DC recommended that the financial submittals be either five references or the financial documents that are outlined in the draft RFP, at the Proposer's choosing.

8. JP requested that at least one bank reference be required.

9. For Section 9-7, JP suggested adding the words "or temporary" to the sentence that pertains to movable office partitions.

10. For Section 10, DC proposed the following language: "The successful proposer shall carry the following insurance for the duration of the lease," followed by the types of insurance described in Part 7 of the Proposal Instructions.

11. Exhibit A ought to be made consistent with any changes that were made at this meeting, JP observed.

12. JS asked whether the Town ought to receive first and last month's rent. The last month's rent would serve as a security deposit. RJ said he will check whether the Town is allowed by law to collect first and last month's rent.

13. JS inquired about the meaning and purpose of Exhibit E, "Collusion." RJ said he prefers that multiple Proposers do not work out any sub-tenant arrangements among themselves in advance of submitting their individual Proposals to the Town.

RJ said he plans to update the draft RFP and e-mail it to Committee members for their further review.

DC distributed a *Local Preservation Update* newsletter from the Massachusetts Historical Commission (MHC) that is dated 7/13/09. The Committee discussed the merits of nominating Rail Diesel Car 6211 to the Commission's *Historic Places for Historic Parties* publication. JP invited motions on this subject. DC made a motion to propose to the MHC that Rail Diesel Car 6211 be added to this listing of historic properties that are available for rentals. JP seconded the motion; and the Committee voted unanimously in favor of it.

RJ distributed a Depot Park Revolving Fund financial statement dated 7/15/09. The current balance is $43,920.57. Electrical and gas costs will increase now that the Freight House is online, RJ noted.

JP invited motions regarding past meeting minutes.

DC made a motion to accept the minutes of the June 24 meeting. JP seconded the motion; and it passed by a unanimous vote.

At 5:16 P.M., JP made a motion to adjourn the meeting. JS seconded the motion. It passed by a unanimous vote.

Submitted by

Jim Shea, Clerk

These minutes were approved by a unanimous vote of the Committee at its meeting of 9/02/09.