



## BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

**Meeting of June 23, 2010**

### **MINUTES**

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

**Ex-officio committee members in attendance:** Richard Jones (RJ), Facilities Director; Rick Reed (RR), Town Manager; Richard Warrington (RW), DPW Director

Chairman Joseph Piantedosi called the meeting to order at 3:32 P.M. at Bedford Town Hall.

JP invited motions regarding meeting minutes. DC made a motion to accept the minutes of the May 19 meeting. JP seconded the motion. It passed by a unanimous vote.

RR joined the meeting at 3:35 P.M.

JP asked for an update concerning the rehab of Depot units 3 and 4. RJ said that whatever work is left to be done in Unit 4 will be completed in July. Unit 3 has been rehabbed, including a fresh coat of paint. JS and JP discussed taking photos of Unit 4 for rental advertising.

RR said he has not yet responded to a request from JRM Antiques for rental of basement storage space.

Installation of the railroad car's third door closer is in progress, RJ reported.

RW said his attempts have been unsuccessful so far to reach Carl Silvestrone to arrange installation of the "Bedford" sign replicas on the Depot roof fascia. He plans to try again to reach him.

Rehab of the Freight House second floor is done, RJ noted. He said items 9, 10, 11 and 12 on the Task List are to be accomplished in August:

- Install data/CATV jacks inside #6211
- Extend Freight House alarm system to #6211 (?)
- Combine Depot and Freight House alarm monitoring to save \$700/year (?)
- Complete Freight House data connections

RW provided an update about the \$5,000 payment for Dan O'Brien's labor and consulting services that was erroneously assessed to the Depot Park Revolving Fund rather than to the Historic Properties Stabilization Fund. He said that the Finance Department told him they are unable to legally transfer funds from the Historic Properties account to the Revolving Fund to make the correction. RJ said he intends to charge the Historic Properties account for Revolving Fund expenses until \$5,000 is used.

RJ said a solenoid valve is on order to repair the sink in the public men's restroom. The shelf in the custodial closet is to be installed next week. Depending on Revolving Fund finances, it might be possible to get a card reader for the Freight House front door, he added.

RW said he has not heard from Baudanza Electric regarding their quote to complete electrical work inside the railroad car.

RJ said he will check with the Facilities Department electrician about replacement of the existing manual clock timer (which controls the exterior lights) with a self-adjusting model. JS commented that the self-adjusting clock that controls the railroad car lighting has worked well.

RJ plans to check on touchup painting of the Freight House exterior.

RW said he will make a second attempt to remove graffiti from the Town Seal at Depot Park.

RJ distributed a Depot Park Revolving Fund financial statement dated 6/23/10. The current balance is \$36,310.61. A total charge of \$1,241.22 was made for materials to rehab Depot units 3 and 4 and to adjust the height of the stairway railing.

JS inquired whether the charge for wood material to make the "Bedford" sign replicas was returned to the Revolving Fund. He will check with Marcia Pyles about this.

JS noted that Revolving Fund balance has increased \$3,835.91 since the 5/19/10 financial statement.

Proceeds from railroad car rentals in FY 2010 amount to \$879.60.

RR asked whether it is preferable to overestimate or underestimate common area expenses that are charged to Depot tenants. RJ plans to calculate a "true up" at the end of each year to determine whether the Town will either credit or charge the tenants for actual common area expenses that were incurred.

RW and RJ said that effective July 1, DPW maintenance expenses at Depot Park will be charged to the Revolving Fund. RW explained that the DPW is responsible for outside upkeep and the Facilities Department is responsible for building/interior maintenance and utilities.

RJ said he has to do a little more tweaking to the FY 2011 budget before it may be presented.

The committee discussed the presence of objects in the Depot common area, stairway and sidewalk. RJ plans to discuss this matter with JRM Antiques. RR expressed it is okay to use the Depot sidewalk for display of merchandise by the antique store.

JP left the meeting at 4:18 P.M.

RJ said he is still looking for a custodian to maintain the Freight House restrooms and the Depot common area on a daily basis. The custodian is to spend 60 minutes at the Freight House and 30 minutes at the Depot each day.

The committee discussed ways to provide JP with a Depot Park parking lot plan. The document is of a large size. RW will see whether he can reduce it.

JP returned to the meeting at 4:21 P.M.

RR informed JP that the DPW will provide him with parking lot and easement plans.

RW observed that the Railroad Avenue parking lot is increasingly used. He suggested implementing a simple kiosk system to collect parking fees. The revenues would support the Depot Park complex.

RR left the meeting at 4:28 P.M.

JS said that many Depot Park visitors have requested a hardcopy of the rail-trail map that appears on the kiosk. He and RW discussed the possibility of printing this map and selling it at the Freight House. Proceeds would be transmitted to the Revolving Fund.

JP proposed that the committee hold its next meeting on Monday, August 16, at 3:30 P.M.

JS asked RJ and RW whether Verizon has been in touch about installing free drops at the Depot and Freight House buildings. Neither has heard anything from Verizon in this regard.

At 5:06 P.M., JS made a motion to adjourn the meeting. DC seconded the motion; and 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 8/16/10.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 6/23/10
- DPAC Task List, dated 6/20/10
- Depot Park Revolving Fund financial statement, dated 6/26/10