



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of December 15, 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

Ex-officio committee members not in attendance: Richard Warrington (RW), DPW Director

Chairman Joseph Piantedosi called the meeting to order at 3:37 P.M. at Bedford Town Hall.

RJ distributed a Depot Park Revolving Fund financial statement dated 12/15/10. The current account balance is \$40,805.97.

RR joined the meeting at 3:40 P.M.

The committee discussed better ways to advertise rental of Unit 4. RR suggested placing an ad in *Action Unlimited*.

JS asked whether custodial labor is delineated on the statement. RJ said this expense is contained in the "Overtime Salary Station" line item. He will ask Marcia Pyles to break out the custodial labor on future statements.

The committee discussed the FY 2011 budget. RJ asked whether he ought to prepare a budget estimate for FY 2012. JP requested that he do so. RR noted the Town's overall FY 2012 budget is to be level funded.

DC distributed a Community Preservation Committee project submission sheet dated 12/03/10. It proposes to transfer \$10,000 from surplus funds that remain from the Depot roof project to paint the Depot building in the same B&M "cream and maroon" color scheme as the Freight House. DC anticipates that the Community Preservation Committee will support transfer of these funds at the 2011 Annual Town Meeting. The price is based on an estimate provided by RJ. RJ intends to get other price quotes.

RJ noted that if the Depot is painted next year, there would be an expense adjustment in the longterm maintenance plan for the Depot Park complex.

JP reviewed a task list that was updated on 12/14/10.

Item 1 - Carpet replacement in Depot Unit 4

RJ anticipates replacing the dilapidated carpet when the unit is rented.

Item 3 - Re-advertise Unit 4 rental opportunity

JP plans to explore advertising options.

Item 9 - Install data and CATV jacks inside the railroad car

RJ asked whether this is a high priority project. JS replied it will be nice to complete this task, particularly for future rentals—but he believes that other projects are of a higher priority.

Item 10 - Extend Freight House fire alarm system to the railroad car

RJ said that he cannot spare the Facilities Department electricians to accomplish this project. He plans to get quotes from contractors to do the job.

Item 18 - Card reader for Freight House front door

RJ said a contractor looked at this job and offered to provide assistance.

Item 19 - Complete the railroad car's electrical connections to the night service clock

RW was not present to provide an update.

Item 21 - Freight House exterior touchup painting

RJ plans to have this done in the spring.

Item 23 - Get quotes to paint the Depot to match the F.H. cream and maroon color scheme

RJ plans to get contractor quotes.

Item 24 - Explore funding options for painting of Depot in cream and maroon color scheme

DC submitted an application to the Community Preservation Committee for funding.

Item 25 - Create a paper version of the kiosk map

As reference, JS distributed a Minuteman Bikeway map that was produced by the Town of Arlington in 2002 and is now out of print. DC discussed local rail-trail and history information that could be featured on the Bedford map that is to be created by the committee.

Item 26 - Research and define parking lot usage

RR delivered to JP a parking lot site plan that was provided by RW.

Item 29 - Repair Depot bulkhead doors to prevent ingress of water

RJ said that a new bulkhead door was installed. JS conveyed a communication from tenant JRM Antiques that water is leaking into the basement.

The committee reviewed and discussed a Depot Park parking lot easement plan dated 2002 that was provided by RW. It appears from the plan that the Town's easement does not fully cover a sidewalk, the brick plaza and parking spaces that are adjacent to the Freight House.

JP invited motions regarding approval of meeting minutes. DC made a motion to accept the minutes of November 17 meeting. JP seconded the motion; and it was passed by a unanimous vote.

JP said the next meeting will be on 1/19/11 at 3:30 P.M. JS mentioned that Town Center directors wish to meet with DPAC at the next meeting.

JS relayed word from Fay Russo that the Massachusetts Bay Railroad Enthusiasts and Boston & Maine Railroad Historical Society plan to rent the railroad car for a joint meeting in April 2011.

At 5:40 P.M., JS made a motion to adjourn the meeting. JP 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 2/16/11.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 12/15/10
- DPAC Task List, dated 12/14/10
- Depot Park Revolving Account Financial Statement, dated 12/14/10
- Depot Park List of Expenses, 11/15/10 to 12/15/10
- Depot Park Revolving Account FY 2011 Proposed Budget, dated 12/14/10
- Community Preservation Committee, Project Submission Sheet, dated 12/03/10