



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of January 22, 2015

MINUTES

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

Committee members not in attendance: Stuart Trout

Ex-officio committee members in attendance: Taissir Alani, Facilities Director (TA); Roy Sorenson, DPW Director (RS); Rick Reed, Town Manager (RR); William Moonan (WM), Selectman liaison

Chairman JP called the meeting to order at 3:05 P.M. at Bedford Town Hall. He began with Item 2 on the agenda.

Item 2, Lease status of Depot Unit 1:

- TA reported that the Unit 1 tenant plans to hand-deliver a check to Fay Russo of Town Center, Inc., for rent payments that extend through February 1, 2015.

Item 6, Status of grant funding from the Massachusetts Historical Commission:

- TA plans to submit a final report to the Massachusetts Historical Commission (MHC) next week. He anticipates that a check for \$53,000 in supplemental funding will arrive soon thereafter.
- JS inquired whether the supplemental money is needed to pay any current bills related to the project. TA answered no.

Item 3, Depot building renovation/restoration project update:

- TA said Campbell Construction has not yet delivered window units that were previously confirmed for delivery by January 7.
- TA said that the contractor has fulfilled all punch-list items except for windows.
- JP feels that double locks should be installed on all windows.
- The 50 gallon electric hot water heater for Unit 1 has been replaced with an 80 gallon unit as originally requested by the tenant.
- TA said that foyer painting and flooring have been completed and the carpeting has been cleaned.
- Installation of a threshold on the upper stairway landing has not yet been done.
- Facilities has completed work in the basement that includes painting and installing ceiling trim, wallboard partition.

- Sandbags were positioned around the Depot's bulkhead door as a temporary solution to mitigate ingress of water in the basement. The door is to be replaced in the spring.
- RS said the DPW will install Depot and parking directional signs on Loomis Street.
- JP said Sign Effects has received a purchase order for the Depot freestanding sign.
- TA plans to have the Depot's main power switch protected by a lock or a cover.
- Installation of exterior lighting on the building has been completed.
- All Depot lock sets have been replaced. TA will send a memo to the tenants to remind them of procedures to lock the building when it is unoccupied.
- TA will follow up on replacing incandescent lights in the foyer with LED bulbs.
- Facilities will remove junk from the Depot basement in March.

RS joined the meeting at 3:30 P.M.

Item 4, Signal mast proposal from Campbell Construction

- RS said the width of the original signal masts is about 7-1/2" by 7-1/2".
- JP said that Campbell Construction should either offer the Town a credit for not replacing one of the signal masts as required by the contract or the Town should pay the contractor an additional amount to purchase and install both masts.

RR joined the meeting at 3:38 P.M.

- JP feels the credit currently offered by Campbell Construction for not replacing one mast is inadequate.
- WM believes the contractor should credit what it would cost the Town to buy and install two replica cedar masts.
- RS estimated the cost to rent a crane is \$1,000 per day.
- JS inquired whether signal masts may be ordered now while we negotiate with the contractor about the amount of a credit. He is concerned about a long lead time for delivery of the masts.

Item 5, Depot building related projects

- TA said thermostats in the building will be secured with covers by January 30.
- The handicap-accessible restroom is now complete.
- TA reported that a pole has been installed in the foyer coat closet, but not yet a door.
- The 50 gallon electric hot water heater for Unit 1 has been replaced with an 80 gallon unit as originally requested by the tenant.
- TA said that the foyer painting and flooring have been completed and the carpeting has been cleaned.
- Installation of a threshold on the upper stairway landing has not yet been done.
- Facilities has completed work in the basement that includes painting and installing ceiling trim, wallboard and a partition.

- Sandbags were positioned around the Depot's bulkhead door as a temporary solution to mitigate the ingress of water in the basement. The bulkhead door is to be replaced in the spring.
- RS said the DPW will install Depot and parking directional signs on Loomis Street.
- JP said Sign Effects has received a purchase order for the Depot freestanding sign.
- TA plans to have the main power switch for the Depot protected by a lock or a cover.
- Installation of exterior lighting on the building has been completed.
- All Depot lock sets have been replaced. TA will send a memo to the tenants to remind them of procedures to lock the building when it is unoccupied.
- TA will follow up on replacing incandescent lights in the foyer with LED bulbs.
- Facilities plans to remove junk from the Depot basement in March.

Item 7, 54 Loomis Street right-of-way and easements

- RS distributed copies of the 54 Loomis Street landscape plan. JP discussed the plan with the committee members. A new walkway on the eastern side of the Depot is to be surfaced with pavers.
- Committee members expressed concern about the Town accepting maintenance of the new walkway, picnic tables and landscaping that are to be installed by the developer in the easement area.
- JP plans to meet with the developer in February to discuss their plans for the easement area and limits of maintenance responsibility.

Item 9, Depot Park custodial coverage and snow removal

- JS noted that the Facilities Department did a good job with clearing the Freight House platforms and steps after the last two snowstorms.
- JS said improved coordination is needed with the VFW's plowing contractor about how snow is plowed in the Town's section of the Loomis Street parking. RS said he plans to meet with the VFW on this subject.

Item 12, Miscellaneous business

- RS said the DPW has begun restoration work on baggage cart #2. If expenses exceed the grant amount of \$495, the Revolving Fund will be charged the difference.

Item 10, Financial reports

- TA distributed a Depot Park Revolving Fund statement dated 1/22/15. The current account balance is \$51,173.25.
- JP observed that rent from Unit 2 appears to be in arrears.
- JS inquired whether commercial or residential rates are being charged by the DPW for water and sewer service. RR believes the charges are based on the residential rate.
- JP plans to remind Marcia Pyles to change certain category descriptions on the financial report so that greater detail is shown.

- JS asked whether any portion of a \$3,447.90 expense for Depot exterior repairs could be charged to Community Preservation funding that was allocated to the Depot restoration project. JP believes the exterior lighting expense would be eligible, but not the work done in the foyer.

Item 14, Draft minutes of the 12/17/14 meeting:

- JP made a motion to accept the minutes of the 12/17/14 meeting as edited and with a clarification from TA about the amount of the O&M rebate that Facilities extended to the Unit 3 tenant, the Glass Cooperative. JS seconded the motion, and it passed by a unanimous vote.

Item 13, New business:

- JP plans to arrange a meeting with the 54 Loomis Street developer to discuss their plans for the Depot easement area.

JP said the next committee meeting is scheduled for February 18 at 3:00 P.M.

At 4:58 P.M., JP made a motion to adjourn the meeting. JS seconded the motion, and it passed by a vote of 2-0.

Submitted by:

Jim Shea, Clerk

These minutes were approved by a vote of 2-0-1 at the meeting of 3/09/15.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 1/22/15
- Depot construction items and pending tasks list, dated 1/22/15
- Depot Park Revolving Fund financial statement, dated 1/22/15
- 54 Loomis Street landscape plan