



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of March 9, 2015

MINUTES

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

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

Ex-officio committee members not in attendance: William Moonan, Selectman liaison

Others in attendance: Marcia Pyles, Facilities Department; Alyssa Sandoval, Economic Development Coordinator; Ron Scaltreto, Facilities Department

Chairman JP called the meeting to order at 3:07 P.M. at Bedford Town Hall. He began by introducing guest Alyssa Sandoval, economic development coordinator for Bedford. Ms. Sandoval presented a draft of a revised map for the kiosk that is in the plaza outside the Freight House. The committee members discussed the map's improved clarity and layout. Ms. Sandoval invited the members to send her any suggestions for the revised map by early April. She left the meeting at 3:14 P.M.

Item 2, Depot building renovation/restoration project update:

- Ron Scaltreto updated the committee about the status of Campbell Construction's punch list. He said that new windows were installed in Units 1 and 3. Some storm windows have yet to be installed.
- Marcia Pyles said that the contractor has not yet been paid in full.
- JP and TA plan to do a walk-through of the building on Friday.

Item 3, Depot signal masts:

- Ron Scaltreto reported that a discussion with the contractor about the signal masts has been on hold.
- JP said the Town should do the signal masts and negotiate an appropriate credit from Campbell Construction in return.
- RS will obtain cost estimates for material and labor to install two new masts, and then we can negotiate with the contractor for an appropriate credit. This credit should include the removal of both old masts and installation of one new mast.
- Marcia Pyles said that Campbell Construction offered the Town \$3,237 credit for one mast. JP will work with RS and TA to achieve an acceptable solution.

Item 4, Depot building, related projects status:

- TA plans to install new thermostats in the Depot that may be preset and locked.
- The new handicap-accessible restroom is functional, but work remains to complete it.
- The foyer coat closet is finished.
- Work in the foyer is complete except for a trip step at the second floor stair landing.
- A basement partition has been installed for the Unit 1 tenant.
- Sandbags were placed outside the bulkhead door as a temporary fix for water ingress.
- All exterior signs have been ordered.
- The building's main power switch is still unprotected. JP suggested that TA speak with the Fire Chief about acceptable ways to lock it.
- A foyer directory sign is on order.
- Foyer tenant mailboxes have not yet been ordered.
- JP suggested obtaining a wireless doorbell system from Home Depot.
- TA plans to replace incandescent bulbs in the foyer with LEDs.
- Junk in the basement has yet to be removed.
- The abandoned oil tank in the basement has yet to be removed.

Item 5, Massachusetts Historical Commission pending grant status

- TA said he submitted a final project report to MHC, a prerequisite to the agency paying the Town supplemental funding.

Item 6, 54 Loomis Street easement

- JP said he plans a meeting with the developer next month to discuss future responsibility for maintenance of the easement area.

Item 8, Depot Park custodial coverage and snow removal

- JS said that the Facilities Department did a good job clearing the Freight House platforms and steps after recent snowstorms.
- Ron Scaltreto proposed hiring a part-time custodian for three to four hours each day to maintain the public restrooms and Depot common areas and to police the grounds. JP requested detail and time requirements for the tasks that would be performed.

RR joined the meeting at 3:41 P.M.

- ST asked whether three days per week of expanded custodial would be adequate to meet the needs.
- Committee members agreed that until more is known about the proposed plan for expanded custodial hours, the status quo of one hour per day will be maintained.

Item 9, Freight House exterior painting project

- The Facilities Department is requesting an appropriation of \$28,413 at Annual Town Meeting to paint the Freight House exterior. TA said the work would be deferred to sometime during FY 2017.
- Ron Scaltreto said the Facilities Department has done touch-up painting on the Freight House exterior on an occasional basis.
- JS noted that scuff marks exist on the restroom doors and on low sections of the facade due to bicycles that are leaned against the building.
- TA said that a part-time painter will begin working for the Facilities Department beginning in July.
- TA plans to hire a painting contractor to paint the white HVAC shrouds on the eastern side of the Depot.

Item 11, Miscellaneous business and baggage cart restoration

- RS said the second baggage cart has been sent out to be sand-blasted.
- Paul Quatralo will work with another DPW member to restore the cart.
- JP suggested that the sign on this cart read “Bedford Depot.”
- JS said he hopes weather will allow the Freight House welcome center to reopen for the season in early April. He has been doing work to get ready for a reopening.
- ST inquired whether the Depot Park complex is financially self-sustaining. JP explained that all direct costs are covered by Depot tenant rents, Freight House food proceeds and railroad car rentals. JS added that the cost of staff time is difficult to determine because they are salaried employees. Citizen members of the committee contribute a large amount of time towards Depot Park on an unpaid basis.
- JP conveyed a message from the Unit 1 tenant that requests he be allowed to make cosmetic improvements to the foyer such as filling in gaps and painting trim. Ron Scaltreto said he could provide the tenant with paint that would match the existing color scheme. Also, the tenant wishes to install a glass door between the hallway and the Unit 1 entrance. The committee members signaled they approve of these requests.

Item 10, Financial reports

- TA distributed a Depot Park Revolving Fund statement dated 3/05/15. The current account balance is \$52,732.14.
- Marcia Pyles noted that the Unit 1 tenant has yet to pay a utility bill for December 2014.
- Ms. Pyles explained that labor charges shown in the months of January and February are for snow removal by Facilities employees.

Item 12, New business and action items:

- RR reported that Kenneth Larson, owner of the property at 111 South Road, met with him to discuss a proposal to convert four parking spaces in the Railroad Avenue lot to outdoor eating space. JS suggested that we check the Town's easements for this area so that the committee has a better understanding of property rights there. RR is to review the easements. JP proposed that any public parking spaces that are surrendered for Mr. Larson's purposes be replicated on his lot on the northern side of Railroad Avenue.

Item 13, Draft minutes of the 1/22/15 meeting:

- JP made a motion to accept the minutes of the 1/22/15 meeting. JS seconded the motion, and it passed by a vote of 2-0-1 with ST abstaining.

JP said the next committee meeting is scheduled for April 8 at 3:00 P.M.

At 4:58 P.M., ST made a motion to adjourn the meeting. JS seconded the motion, and it passed by a unanimous vote.

Submitted by:

Jim Shea, Clerk

These minutes were approved by a unanimous vote at the meeting of 4/08/15.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 3/09/15
- Depot construction items and pending tasks list, dated 3/09/15
- Depot Park Revolving Fund financial statement, dated 3/05/15
- Draft kiosk map