

BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of February 8, 2022

MINUTES

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

Ex-officio committee members in attendance: Taissir Alani, Facilities Director (TA); David Manugian, DPW Director (DM); William Moonan, Selectman liaison (WM)

Others in attendance: Marcia Pyles, Procurement Specialist, Facilities Department; Ronald Scaltreto, Assistant Facilities Manager

This meeting was conducted online using Zoom. The public was able to observe the meeting by phone or the Internet. Chairman JP called the meeting to order at 1:32 P.M. Each member acknowledged their attendance by a roll call vote: JP, present; SH, present; JS, present

Meeting Minutes

SH made a motion to accept the 8/31/21 meeting minutes. JP seconded the motion, and it passed unanimously by a roll call vote of 3-0: JP, yes; SH, yes; JS, yes.

Depot Park Revolving Fund

The committee reviewed a Depot Park Revolving Fund financial statement dated 2/07/22. The fund's current balance is \$77,323,71. All Depot tenants are current with their lease payments. JS raised questions about certain expenses that were changed to the fund. Marcia Pyles provided explanations during the meeting and in an advance e-mail.

- Overtime labor charges:
 - \$37.82 for public restrooms cleaning and Depot coverage on 7/01/21
 - \$89.51 for public restrooms and Depot cleaning coverage on 7/14/21 and 7/23/21
 - \$327.69 for public restrooms and Depot cleaning coverage on 7/29/21, 7/30/21 and 8/02/21 and a fire alarm callback at the Freight House
 - \$83.61 for public restrooms and Depot cleaning coverage on 8/11/21 and 8/16/21
 - \$37.82 for public restrooms and Depot cleaning coverage on 9/15/21
- Telephone service charges are for two lines that support the Depot fire alarm system, two lines at the Freight House for its fire alarm system, and a town phone extension at the Freight House. JP inquired whether the fire alarm monitoring may be transitioned to a wireless system. Marcia Pyles replied that charges would also exist for a cellular-based connection, but the actual costs were not discussed.
- Charges for contracted services:
 - \$840.00 to BEF Alarms for fire alarm monitoring
 - \$864.66 to Bedford Lock for repair of the public restrooms electric door locks
 - \$180.00 to Bedford Lock to adjust the door on the men's public restroom
 - \$119.00 to Fire Safe to inspect fire extinguishers
 - \$2,500.00 to Brett Thibault for Depot platform replacement architectural services

- \$1,500.00 to Bain Pest Control Service for Freight House termite inspection
- \$1,175.00 to Oxbow Gardens for groundskeeping service
- JS observed that the Depot and Freight House were assessed equal but varying amounts each month in the Salaries category. Marcia Pyles said these charges are for custodial labor. JS pointed out that no custodial expenses ought to exist for the public restrooms in December because they were closed for the season at the end of November.
- JS inquired why the dumpster rental expense is not shown on the financial statement. Marcia Pyles answered it will be added after the DPW provides this figure.

Status of DPW and Facilities Department Projects

- JP reported that his recent site visit at Depot Park revealed that shingles have come off the Freight House and Depot roofs. Ron Scaltreto said he would examine the Freight House roof.
- JP proposed that a contractor be engaged to perform regular groundskeeping at Depot Park. He plans to look for one.
- The committee discussed a proposed \$40,000 project to paint the Freight House exterior. Although minor touchup painting is needed on the building, the committee did not originate this proposal.
- DM said he will order new covers to replace the ones that are rusted on three trash receptacles outside the Freight House.

Frank W. Thompson Lodge Donation

DM reported that he has not yet ordered the two bicycle racks that are funded by this donation, but will work on doing so.

Depot Tenant Leases

All four Depot tenant leases are to expire on December 31, 2022. JP recommended that the committee begin to work on possible extensions of the current leases and to review current market rates. WM noted that a municipal space needs study is planned and that nothing specific has been discussed by the Selectmen about any proposed future use of the Depot. He recommended that the leases remain co-terminus. TA said the committee will be consulted regarding Depot Park when the municipal space needs study occurs.

Capital Projects, Depot Platform Replacement and Exterior Painting

The committee discussed a need to replace the Depot's platform, ramp, steps and railing and to paint areas of the building's exterior. Boards on the platform are "cupping," which causes a tripping hazard. Boards on the facade contain peeling paint.

JP recapped a construction cost estimate from architect Brett Thibault. Lead paint removal on the Depot will be a significant cost factor. A \$217,726 appropriation for the overall project is to be on the Annual Town meeting warrant. JS noted that the proposed appropriation does not appear to include the expense for architectural services, which are usually about 10% of the construction cost. TA said this omission was an error. The committee discussed whether a separate proposed \$40,000 appropriation to paint the Freight House could be tapped to pay for the Depot architectural services. WM said the Community Preservation Committee would need to consent to shifting the allotted funds.

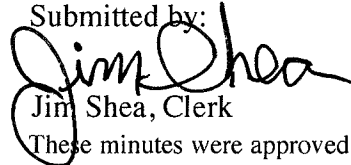
Miscellaneous Items

DM provided an update on a proposed project to pave the Reformatory Branch Trail. He does not believe its connection with Depot Park will introduce significant modifications to the Freight House plaza, The state is to bid the project in the fall and construction is expected to begin next year. JS said interpretive signs at the sites of the former Shady Hill and West Bedford Stations are included in the 100% design plans.

JS stated that the Freight House has remained closed to the general public during the pandemic. The outlook for a reopening this year is currently unclear due to dynamic changes in the state's virus cases. He outlined some of the steps that will need to be taken to reactivate normal operations, which include a check of the building's air exchange performance, obtaining a Plexiglass barrier for the front counter, and a making a decision about maximum occupancy in what is a relatively small space. TA said the Facilities Department could measure the HVAC system's CFMs and provide additional air filtration, if needed.

Adjournment

At 2:29 P.M., JP made a motion to adjourn. SH seconded the motion, and it passed by a roll call vote of 3-0: JP, yes; SH, yes; JS, yes.

Submitted by:

Jim Shea, Clerk

These minutes were approved by a roll call vote of 3-0 at the meeting of 5-26-22: JP yes, SH yes, JS yes.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 2/08/22
- Depot Park Revolving Fund financial statement, dated 2/07/22
- Cost estimate for Depot exterior painting and platform replacement, Flynn Build & Develop, dated 10/06/21
- Depot lease summary, dated 2/07/21
- Draft of 8/31/21 meeting minutes