

## **BEDFORD DEPOT PARK ADVISORY COMMITTEE**

Town Hall • Bedford, Massachusetts 01730

**Meeting of May 26, 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); Shawn Hanegan, Select Board liaison

**Others in attendance:** Ronald Scaltreto, Assistant Facilities Director

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 1:38 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 2/08/22 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**

TA said Marcia Pyles has been away from work, so an updated financial report is currently unavailable. He expects to have the report by the middle of next week.

JS commented on the December 2021 custodial charges that are indicated in the 2/07/22 financial report. He said the Freight House public restrooms were closed for the winter in early December, so custodial expenses for daily restrooms cleaning should not exist for the entire month. Ronald Scaltreto and TA offered that going forward, if the weather is not inclement in December, the restrooms could remain open further into the month.

JS questioned which days of the week a custodian is supposed to clean the Depot common areas. JP said an agreement was reached with the tenants about custodial services for fewer than seven days a week, but the specific arrangements are not immediately known.

#### **Status of DPW and Facilities Department Projects**

- ▶ JS noted that the sod on the eastern (Lexington) side of the Depot was damaged by the plowing contractor parking its Bobcat tractor there during the winter.
- ▶ Ronald Scaltreto reported that repairs have been made to the Freight House roof. Repairs to the Depot roof have not yet occurred. JP noted that a drain leader on the Depot is rotting out.
- ▶ JP said that the Unit 4 tenant told him that the signal masts on the northern (Loomis Street) side of the building rattle during high winds.
- ▶ JP pointed out that the Depot oil tank should be replaced and that a double oil line is needed.
- ▶ DM said he will obtain replacements for the three rusted trash receptacle covers outside the Freight House.

- ▶ The vinyl signage on the point-of-information kiosk in the Freight House plaza is weatherworn. JP wants to request a quote from a contractor to replace these panels.
- ▶ Cartons of custodial supplies are on the floor outside the Freight House custodial closet. JS suggested that they be placed inside the closet or inside a lockable cabinet in one of the public restrooms. Ronald Scaltreto said he will look into a way to store the supplies.
- ▶ A contractor has attended to Depot Park groundskeeping this year. DM said the DPW Grounds Division desires an opportunity to perform this work and to meet the committee's expectations. JP plans to develop a groundskeeping plan that outlines the areas of Depot Park that need ongoing attention, and then provide this information to DM. TA prefers to continue using the current groundskeeping contractor, which has done a good job. JS noted that weeds are growing between the shrubs in the Freight House plaza.

**Depot Capital Projects**

Funds were appropriated at the Annual Town Meeting to replace the Depot's failing platform, ramp, steps and railings and to paint the exteriors of the Depot and Freight House buildings. The budget does not currently include architectural services. JP anticipates that the Depot work can be accomplished this fall.

JP asked the committee if it is okay for him to work with TA on the Depot project. SH made a motion to authorize JP to work with TA to hire a contractor to paint the Depot facade and to develop bid documents for the replacement Depot platform. JS seconded the motion, and it passed by a unanimous vote: JS, yes, SH, yes; JP, yes.

**Frank W. Thompson Lodge Donation**

DM said he is working to obtain bicycle racks for the Freight House plaza that are funded by a donation from the Thompson Lodge.

**Depot Tenants**

JP said the Selectmen recently agreed to a continuation of Depot rentals through December 31, 2024, with a Town-held option for an additional year. He said the current tenants desire to renew their leases. A discussion of possible new lease agreements is to occur at a future committee meeting.

**Railroad Car Rental**

The committee discussed the current arrangements for renting the railroad car. TA said the current rental rate is \$30/hour on weekdays and \$35/hour on weekends. JS expressed that these rates seem to be rather low, particularly if the expense of custodial labor is included in the charge. He added that a custodian ought to be engaged half an hour before a rental for setup and half an hour afterward for cleanup. TA said that a review is to be made of rental rates of all municipal buildings.

SH made a motion that the committee recommend that the railroad car be rented at \$50/hour with a two-hour minimum. JS seconded the motion, and it passed unanimously by a roll call vote: JP, yes; JS, yes; SH, yes.

SH and Shawn Hanegan left the meeting at approximately 2:29 P.M.

**Miscellaneous Items and New Business**

A public walking tour of the Cultural District, which includes Depot Park, is planned for June 11. The railroad car is to be opened for the event. JS said a producer of a documentary about the Budd Rail Diesel Car plans to visit RDC 6211 at Depot Park on June 7 to record video and conduct interviews.

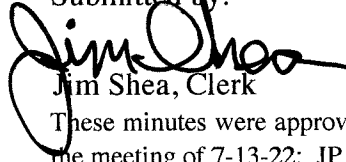
**Return to In-Person Meetings**

JP noted that special legislation which allows governmental bodies to conduct their meetings remotely ends after July 17. He asked the committee to decide whether to continue meeting remotely until that time. JS made a motion for the committee to continue meeting remotely through July 17. JP seconded the motion, and it passed by a roll call vote: JS, yes; JP, yes.

**Adjournment**

At 2:37 P.M., JS made a motion to adjourn. JP seconded the motion, and it passed by a roll call vote: JS, yes; JP, yes.

Submitted by:

A handwritten signature in black ink, appearing to read "Jim Shea". The signature is written in a cursive, flowing style. Below the signature, the name "Jim Shea, Clerk" is printed in a standard font.

These minutes were approved by a roll call vote of 3-0 at the meeting of 7-13-22: JP yes, SH yes, JS yes.

**Documents and other exhibits used at this meeting:**

- Meeting agenda, dated 5/26/22
- Draft of 2/08/22 meeting minutes