Washington Park Board of Trustees

April 11, 2022

Called to order at 6:00 pm via Zoom

Present: Gil Major, Rhonda Fisher, Lisa Arsenault, Barry Mahoney, Barry Kaplan, Jeanne O’Connor, Ivy Rabinowitz, Chris Collins (BRIGS)

Meeting rescheduled from March 28, 2022 due to scheduling conflict

Quorum established

1. Secretary’s Minutes – approved as written **MSA**
2. Treasurer’s Report – Chris Collins (BRIGS)
3. Operating - $56,028.80 as of February 28, 2022
4. Reserves - $356,158.65 as of February 28, 2022
5. Question on NCB Bank CD – check on renewal date and rates. Check on FDIC Insurance and if the CD should be transferred to another bank. CD amount is $103,675.42 as of February 28, 2022. Chris Collins (BRIGS) will report to the Board on findings.
6. Management Report – Chris Collins (BRIGS)
7. Annual Meeting of Owners – will be held on Monday, May 23, 2022 at 6:30 pm via Zoom. Three Trustee positions are up for a vote: Gil Major, Barry Kaplan and Ivy Rabinowitz. Information on the meeting to be sent to owners with candidate form, questions to be submitted and proxy form if needed. Trustees will schedule a working meeting if needed prior to the Annual Meeting. No late April board meeting. Next board meeting will be on June 27, 2022.
8. Columbia Gas – the paving of marked areas will be scheduled in the next couple of weeks. Chris Collins is working with John Sullivan to get this project scheduled and completed as soon as possible.
9. Divots – hold off on any further repair of spots until the parking plan status is received. Warning will be issued to resident damaging or digging the repair product in spots.
10. Exterior Lights – CAP Electrical – proposal needs to be updated with underground wiring included. Supply chain issues and delays are problematic. Decision made to table this project for further troubleshooting and vendor research. Gil Major will work on this.
11. National Grid – on site today (4/11) working on repair of identified street lights that belong to them.
12. 247 North Main Street – boiler repair due to leak. Boiler is under warranty. CGR will repair and will replace the parts stored on-site. Labor will be partly covered.
13. Slop sink – CGR is working on getting the installation in process per the plumbing code. Chris Collins (BRIGS) is keeping an eye on the cost.
14. Franklin House laundry room – overloaded machine caused the motor to burn out. Andover Fire Department responded. Machine will be repaired and not replaced.
15. Pool parts proposal – list reviewed. Motion to accept the proposal by Continental Pools to purchase items needed prior to the pool opening in the amount of $3,533.61 including cartridge sets and main drain covers – **MSA**
16. On-site maintenance – pool cards have been distributed to 50 owners who scheduled pickup at the office. A second date for pool card pickup is on May 12 at the office. A spreadsheet of projects with work done and to be done will be created. A power washer will be purchased for use on the property. Pest End will be asked to look at the ant hills in the pool area. The schedule of work for Eric Fawcett is going well.
17. Open Discussion
18. Andover, Bradford and Concord Houses – locked trash rooms will be reviewed on an on-going basis. Will be addressed in the fall of 2022 after the summer months. No issues with complaints and is going well.
19. Mulching and trimming discussed – Wildwood will proceed as contracted with mulching first. Trimming will be completed per the Wildwood contract.
20. PowerPoint to present to the Finance Committee – Barry Mahoney will present when scheduled.
21. Waiting for update from Bill Dufresne on the parking plan.
22. Solar question as an option – no BRIGS communities are using solar panels as an energy option.
23. Executive Session
24. Violations reviewed
25. Delinquency report reviewed. In good shape with $3600 outstanding
26. Red car parked in the long-term area on the grass – Chris Collins is working on getting the car removed as the owner incapacitated.
27. Window broken – Dover House – letter sent with a warning violation
28. Building #30 – denial by Master Policy carrier. We will fight the denial.
29. Building 30 #10 – Lexington House backup update. Chris Collins (BRIGS) will speak with Attorney Charlie Perkins that the repair is for the bathroom floor only.

Adjourned at 7:40 pm

Annual Meeting: May 23, 2022 at 6:30 via Zoom

Next Board Meeting: June 27, 2022 via Zoom

Respectfully submitted,

Lisa Arsenault

Secretary