Washington Park Board of Trustees

August 22, 2022

Called to order at 6:00 pm via Zoom

Present: Gil Major, Barry Mahoney, Lisa Arsenault, Jeanne O’Connor, Rhonda Fisher and Nikki Newell (BRIGS)

Absent: Barry Kaplan, Ivy Rabinowitz

Quorum established

1. Secretary’s Report – meeting minutes of July 25, 2022 approved as written – **MSA**
2. Treasurer’s Report – Nikki Newell (BRIGS)
3. Operating as of 7/31/22 - $28,068.26
4. Reserves as of 7/31/22 - $360,819.26
5. CD - $103,795.07 – to be deposited to the Reserve Fund while awaiting rates
6. Get reconciled report prior to board meetings
7. Statement of Revenue and Expenses – email to Brian
8. Flood Insurance – escrow deposit question
9. CGR Invoices – questions reviewed. Gil Major will review invoices from 11/2021 to make sure we didn’t double pay.
10. Reviewed Budget 2023 items. Draft Budget will be prepared soon for review.
11. Management Report – Nikki Newell (BRIGS)
12. Use of Picnic Area – document reviewed and changes made. Motion made to approve the revised document – **MSA**

Document will be posted on the Washington Park website and portal. Anyone requesting use of the recreation area must fill out and return the document allowing two weeks for approval of use.

1. Pool service contract - $12,700. To budget properly for 2023, get proposals from other vendors. Move first payment to April 2023.
2. Outstanding work orders – reviewed in Vantaca. Eric will use this system. Nikki Newell (BRIGS) will work with Eric on a project check list.
3. Parking plan – the approved check in the amount of $6,000 for the peer review to be cut and ready to send by the end of the week. Nikki Newell (BRIGS) has connected with Bill Dufresne, engineer for parking space project.
4. Verizon is coming tomorrow (8/23) to move equipment in building #20.
5. Carpet in Andover, Bradford, Concord – replacement will not be in 2023. Replacement is budgeted for 2028. Board will revisit this in Spring 2023. Water damaged carpet piece on the lower level of Concord House needs to be addressed. Nikki Newell (BRIGS) will speak with Albrite Carpeting on options as they were the vendor that installed the current carpeting. Laundry room flooring also discussed due to water damage. Eric will install new tile flooring using best practices including an N95 mask. Laundry room will be out of use during flooring replacement.
6. EJ Paving – Nikki Newell (BRIGS) will follow up again on having the work re-done. EJ Paving is deflecting blame to Columbia Gas. Will continue to address this issue since plows will tear up the inferior work done by EJ Paving.
7. Move In/Move out – reviewed
8. Open Discussion
9. Building 70 #12 discussion – Pest End treated – no activity found
10. Bees – treated areas and invoices discussed. Barry Mahoney reported a bee’s nest in the railing of balcony of Jefferson C #12. Pest End will treat.
11. Water shut off – reviewed
12. Car parked in Visitor spot on the north side will be stickered as it has expired plates. It hasn’t been moved in a couple of months.
13. Walk the property – board invited to walk the property in September. To be scheduled.
14. Pictures reviewed of areas needing to be addressed
15. Flood Insurance – discussed increasing cost of flood insurance coverage as well as the line items that are tight as related to the 2023 Budget. Motion made that effective on September 1, 2022 through December 31, 2022, we will stop contributions to Reserves in the amount of $11,500. Contributions to resume on January 1, 2023.  **MSA**
16. Pool sign – liability issue. Nikki Newell (BRIGS) will review when next on the property.
17. Service dog request – update
18. Documents – how to file and archive
19. Lawn mowers – still on the balcony at 247. Fine according to current Rules and Regulations of 9/2019
20. A/C repair at 247 North Main – very sloppy and needs to be finished/corrected. Lift is still in the parking lot and needs to be picked up.
21. Number of meeting packets does not need to be seven (7) for next month.
22. Executive Session

Next Board Meeting: September 19, 2022

Adjourned at 8:45 pm

Lisa Arsenault, Secretary