Washington Park Board of Trustees

February 27, 2017

Called to order at 6:00 p.m.

Quorum confirmed

Present: Gil Major, Rhonda Fisher, Lisa Arsenault, Barry Mahoney, Jeanne O’Connor and Ivy Rabinowitz

Absent: Barry Kaplan and Chris Collins (BRIGS)

1. Secretary’s Minutes – approved as written **MSA**
2. Treasurer’s Report – trustees reviewed Balance Sheet and Budget Variance Report as of 12/31/16
3. Light snow season has had a surplus effect on Snow and Ice Removal line item.
4. Management Report – notes provided by Chris Collins
5. Entry doorways – currently there are 15 new doors installed around the property. We have four (4) on site to be installed by John McMullen as weather permits. Finish work needs to be done around door frames. BRIGS to be asked for a plan to finish door frames as well as completing hallway upgrades and the amount of work involved. Door springs in new doors need to be adjusted due to slamming issue.
6. Boiler preventative maintenance contract – waiting for comparison proposal. BRIGS has proposal from current contractor (Callahan).
7. Paving project – contractors to review property shortly after snow melts and waiting for asphalt prices. Will review as an agenda item at March Board of Trustees meeting on 3/27/17.
8. Move In/Move Out – updated list reviewed
9. Train issue – meeting being held at Memorial Hall Library at 7:30 p.m. (2/27/17) to address idling issue which is and will impact Washington Park over the next several months. Trustee, Jeanne O’Connor will attend and report results to the Board of Trustees.
10. Office stairs – cost proposal to be provided by Wildwood. This is a priority safety issue and needs to be addressed as proposed at the January meeting.
11. Surveillance cameras – addressed by Barry Mahoney regarding expanding the surveillance program to include better resolution equipment and additional cameras in key areas of the property. Trustees agree with the suggestion to explore upgraded and additional equipment to enhance the safety and security and to identify violations. Barry Mahoney will work with Chris Collins/BRIGS on vendors and options. Possible funding through snow/ice surplus.
12. Open Discussion
13. Removal of Balmoral Dam – project at Balmoral Street is progressing. Barry Mahoney presented data that the Shawsheen River is currently down three (3) feet. This is positive news as we approach flood water season as this gives us added space for rain. The Balmoral Gauge provides key flood warning information. Funding needs to be renewed by the Town of Andover and a warrant article is in place for the May 2017 Town Meeting. WP will work with Town officials on securing support and funding so that the Balmoral Gauge will continue to operate now that the Shawsheen River will become more focused on recreational activities.
14. Washington Park website renewal – Motion made to approve renewal of [www.washingtonparkandover.com](http://www.washingtonparkandover.com) website at an early renewal discount of 20%. BRIGS will renew and inquire about renewing for multiple years at Network Solutions. **MSA**
15. Mail in office – Rhonda addressed and will bring items to March 27, 2017 Board meeting to check on whether the documents are duplicates.
16. Check to make sure that Callahan has replaced the water expansion tank that was used at Concord House. Stock must be kept up to date for emergencies and general need.
17. Exeter House water leak – Sunday, February 26, 2017. Weekend emergency procedures discussed and need to be reviewed for action and efficiency.
18. Executive Session

Working Meeting: March 13, 2017

Board of Trustees Meeting: March 27, 2017

Respectfully submitted,

Lisa Arsenault

Secretary