Washington Park Board of Trustees

February 22, 2023

Called to order at 6:00 via Zoom

Meeting date changed from 2/27/23 due to a schedule conflict.

Present: Gil Major, Barry Mahoney, Lisa Arsenault, Ivy Rabinowitz, Rhonda Fisher, Nikki Newell (BRIGS)

Absent: Barry Kaplan and Jeanne O’Connor

Quorum established

1. Secretary’s Report – Minutes of January 2023 meeting approved as written - **MSA**
2. Treasurer’s Report – as of 12/31/2022
	1. Operating - $33,568.35
	2. Reserve - $263,876.37
	3. Funds moved to cover Engie invoices
	4. Corrections needed on #50351
	5. Electricity – questioned differences – will compare invoices
3. Management Report – Nikki Newell (BRIGS)
	1. Storage Unit Rentals – reviewed and will update as information is received. Billing will be applied as needed. Available storage bins will be advertised for rental. Any unit that is unclaimed and has contents will result in items being removed and disposed of.
	2. Parking plan – no update. Nikki Newell (BRIGS) will let Bill Dufresne (Engineer) know that the board needs him to get this in process with the Town of Andover officials for a “yes” or a “no” to the project. The peer review needs to be scheduled in order for the project to advance to the next step. Any information needed in order to schedule the peer review needs to be provided by Bill Dufresne (Engineer) with copies provided to the Board and Nikki Newell (BRIGS).
	3. Laundry contract – Auto Coin sent a check in the amount of $2803.45 in February 2023. Will follow-up on any outstanding funds owed per the contract. Signed contract will be sent to Nikki Newell (BRIGS) for review.
	4. Outstanding maintenance items – reviewed. Laundry room update in Building #100 is on hold for completion due to the cold temperature in installing flooring.
	5. Fire alarm report – Nikki Newell (BRIGS) will send to the board for review.
4. Open Discussion
	1. New toilet has been installed in 259 North Main rental unit.
	2. Commercial truck outside 237 North Main – working on identifying the unit. Possible units are 1, 5, 4, 8 and 9. The phone # on the truck has been called and the name of the driver can’t be shared. Overnight parking of commercial vehicles is a violation as outlined in the Washington Park Rules and Regulations.
	3. Move out in 30 #5 – assess fee
	4. White van with Supressco lettering – parking violation of $100 weekly will be assessed. Get the unit # by reviewing e-mail when driver indicated it would be on the property for one weekend. – **MSA**
	5. Snow – towing question on how to notify Wildwood and Elm Street. Nikki Newell (BRIGS) will call Dave Shaw to make sure he’s aware of the expectations.
	6. Check outside vent at #30B #5 which is vacant for black residue that smells like smoke. Eric can check the issue that’s reported in #30B #7.
	7. Insurance – resubmitted everything on boiler issue
	8. Conservation commission – had asked to meet with the board. Nikki Newell asked about dates and no response as of this date.
	9. Ferris Tree – no tree removal behind #90 and #100. Will find out why this area was not addressed.
	10. Board of Health – Nikki Newell will confirm with the Board of Health that Washington Park is in full compliance.
	11. Washer/dryer – unit that was reported to have washer/dryer was sent a letter on 1/31/23. Follow-up as needed.
	12. Building 30 #10 – issue status. Wayne’s Drains will be scheduled to snake the line. Manhole recommendation – not recommended as of 12/21 due to other issues.
	13. Move In/Move out – reviewed latest list. Several changes in unit occupancy. Based on the list, 17 units should have had charges and 4 were move in charges. Nikki Newell (BRIGS) will check leases and units.
	14. Document disposal – files from the office at 259 to be shredded/destroyed.
	15. Camera position – legal to have cameras repositioned to track dumpster violations.
5. Executive Session

Adjourned at 7:15 pm

Next Board meeting: March 27, 2023

Respectfully submitted,

Lisa Arsenault

Secretary

Washington Park Board of Trustees