Washington Park Board of Trustees

July 24, 2023

Called to order at 6:07 pm via Zoom

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

Absent: Jeanne O’Connor

Quorum established

1. Secretary’s minutes from June 2023 meeting – approved as written – **MSA**
2. Treasurer’s Report – as of June 30, 2023

Operating - $23,658.00

Reserve - $158,611.96 (total including CD $101,738.23)

 Gil Major shared and reviewed changes and what’s needed regarding 2023 Budget.

 Income side – waiting for laundry income due. Currently $6,000 short on income.

 Administrative – payroll processing fee – to be addressed. Eric is helping with budget savings. Questions on Master Policy – always budgeted $69.000. Other charges have now been broken out to $77,000. Flood Insurance estimated final is $265,000 up from $154, 187. Utilities – set budget in November 2022. Electrical increased by 37% with the $17,000 deficit. Gas is similar at a $91,000 final and a deficit of $26,000. Question about Damages under Maintenance with a $2,000 deficit.

 Reserve Sheet – reviewed the items to be moved out to 2025 based on current budget.

 Motion made to direct BRIGS Accounting to pay monthly transfers to Escrow and Reserve before any other invoices are paid. **MSA**

1. Management Report – Nikki Newell (BRIGS)
2. Parking Plan – Gil Major spoke with Bill Dufresne (Engineer). Bill is drafting a new plan for parking for conservation based on peer review and recommendations. Nikki Newell (BRIGS) will stay in contact with Bill Dufresne as Town of Andover reaches a decision. The following confirms the number of spaces requested and the number approved for the next step in the project: “I want to confirm with you that by eliminating the spaces which fall within the 50-foot parking to wetland setback, that the count of 35 new spaces drops to 21 new spaces. Is that sufficient enough to move forward?”
3. Rental unit information – all units have been identified and updated. A report will be pulled on how many rentals in the community
4. Laundry contract – continuing to follow up on getting a copy of the current contract.
5. AC sleeve replacement – looking for a vendor to replace and install a new AC sleeve.
6. Conservation follow-up at building 100 – Town of Andover is not willing to clear growth and issues in the Shawsheen River. Bob Douglas will look for a vendor to help. Erosion was not a concern for Conservation.
7. BRIGS will replace and pay for new lobby signs with contact information. Eric will install.
8. Work order system – reviewed by Gil Major. This system is the property of Washington Park.
9. Open
10. Welcome packet – to be discussed at the August 28, 2023 meeting. Trustees will review and make recommendations.
11. File boxes at the 259 N. Main Street office have been shredded
12. Umbrellas at the pool – all future orders will be for crank umbrellas. Issues with putting umbrellas up and taking them down with new button activated umbrellas.
13. Engie contract will not be renewed at end of December – will talk with Taylor about possible options.
14. R&M Supplies line – will be reclassified as applicable based on charges.
15. Executive

Meeting adjourned at 8:19 pm

Next board meeting: August 28, 2023

Respectfully submitted,

Lisa Arsenault

Secretary

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