Washington Park Board of Trustees

June 27, 2022

Called to order at 6:03 pm via Zoom

Meeting opened by Chris Collins (BRIGS)

Quorum established

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

Absent: Barry Mahoney

Guest: Donna Breen (unit owner) – will have 15 minutes at 6:15

1. Appointment and acceptance of three open trustee positions for 3-year terms: **MSA**

Gil Major (2025)

Barry Kaplan (2025)

Ivy Rabinowitz (2025)

1. Election of Officers

President – Gil Major – **MSA** (2025)

Vice President – Barry Mahoney – **MSA** (2024)

Secretary – Lisa Arsenault – **MSA** (2024)

Treasurer – Ivy Rabinowitz – **MSA** (2025)

Barry Kaplan – Web Master (2025)

Jeanne O’Connor – Trustee (2023)

Rhonda Fisher – Trustee (2023)

1. Annual Meeting Minutes 2021 – motion to approve the 2021 Annual Meeting Minutes - **MSA**
2. Secretary’s Minutes – motion to approve the April 2022 board meeting minutes – **MSA**
3. Treasurer’s Report – Chris Collins (BRIGS) – as of May 31, 2022

Operating: $11,905.76

Reserve: $359,864.31

Brian Lavery – new Accountant will meet with Gil Major via Zoom by the end of this week based schedules. Statement of Revenues and Expenses isn’t working for us in its present form.

1. Donna Breen – owner guest was brought in for 10-15 minutes for questions she had about the pool closing. Resolved and repaired by Continental Pool during the 15 minutes of her time with the board.
2. Treasurer’s Report (continued) – Chris Collins (BRIGS)

Payables outstanding – water bills

Budget – will begin looking at the 2023 Budget at the July board meeting

Landscaping – look into line-item code error

Rental income – is in order and current

HVAC questions

CD – Rhonda Fisher will run a comparison of the bank interest rates. Rhonda suggested waiting for the July 2022 rates and discuss at the July board meeting. CD amount is $103,759.25

1. Management Report – Chris Collins (BRIGS)
2. Columbia Gas paving – no word from John at EJ Paving on the unacceptable job on the required repairs on the property. The work needs to be redone.
3. Parking Plan – Board discussed the peer review required by the Town of Andover Conservation Commission at a cost of $6,000. Will contact Bill DuFresne (Engineer) to contact the firm doing the review to see if that cost could be reduced. No decision until we hear back regarding the request for a reduced price for the peer review.
4. Pool repairs – leak in the filter canister repaired and the pool has reopened. Chris Collins (BRIGS) will look in the cause of the leak in the filter canister.
5. Boiler replacement/repair - #20 leak – covered under warranty. Leaking on circuit board is a known flaw.
6. Exterior Lights – courtyard lights behind Jefferson. Gil Major will work with an electrical company regarding the underground wiring. National Grid hasn’t repaired any of the identified poles yet.
7. Slop sink - #70 for winter water availability. CGR will meet with the Town Inspector.
8. Trash Rooms in A-B-C buildings – remain closed
9. Masonry at 247 North Main – repair is complete. Patty from the Board of Health has to review. All items from the letter of June 16, 2022 are completed as required. Get a report from Pest End on any activity. Buildings #70 and 247 to be treated in common areas only by Pest End.
10. Carpet cleaning or replacement – Buildings 237, 247, 257 carpeting. Lisa will look for original invoice from installation in 2006/2007. Gil will check the Reserve Study on possible scheduling year.
11. Cameras – requested by an owner at the annual meeting due to missing/stolen packages. The board discussed the issue and determined that camera installation is not warranted and no action will be taken.
12. Recreation requests – more people are playing tennis. The board does not recommend re-lining the court to allow for pickleball. Noise is also a factor. No action will be taken.
13. Pool parties – no pool parties will be allowed. Only use of the picnic area will be approved.
14. On-site maintenance – Chris Collins will be on the property on Thursday. Eric started painting the parking space lines. Mailboxes – updates and labelling needs to be current and regular as this impacts move in/move out fees. Check on power washer purchase and projects.
15. Open Discussion
16. Blinking ceiling light outside Concord #1 – have Eric replace bulb
17. Flies are infesting the dumpster – see if Pest End can treat or have Casella bring a new dumpster bin.
18. Grime around edges of the pool – needs better cleaning. Eric’s responsibilities around the pool – skimmers, return and testing.
19. Continental Pool – better cleaning and vacuuming needed.
20. Column repair needed at #90B. Town Meeting booklets and junk mail are on the stairs at #90B. Back deck being used as a clothesline – issue warning. Bird nest in electrical box at #90B. Mulch behind #90B is missing. A TV has been left outside behind #100. The river is also collecting trees and branches causing a dam. Lamp was put in the dumpster – review video and assess fine.
21. IT team – create a special email address for the Board using the BRIGS address.
22. Oil damage in long-term parking. Owner of the vehicle (#247) is responsible for repair cost.
23. Vehicle at #247 parking along the roadway has killed the grass. Vehicle has ME plates. Will watch for the vehicle and will tag for parking violation.
24. Roadway edges – no work by Wildwood to do any repairs after the winter season. It’s never looked this bad.
25. Trimming – overgrown bushes. To be scheduled with Wildwood per the contract.
26. Benches – not safe. Wood is not stable. Chris Collins (BRIGS) will talk with Eric about next steps. People who donated the benches need to be notified and the bench plaques should be returned to those who donated if decision is made to not repair.
27. Storage room at Franklin House – floor is very dirty and needs to be cleaned.
28. Executive Session

Adjourned at 8:45 pm

Next Board Meeting: July 25, 2022

Respectfully submitted,

Lisa Arsenault

Secretary