Washington Park Board of Trustees

March 27, 2023

Called to order at 6:00 pm via Zoom

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

Quorum established

1. Secretary’s Minutes – approved as written – **MSA**
2. Treasurer’s Report – Nikki Newell (BRIGS)
3. As of February 23, 2023

Operating - $40,377.78

Reserve - $261,586.17

1. Laundry contract check is for year 2022. Payments for year 2023 will be quarterly. No contract yet for one year. Waiting for existing signed contract for review and next steps.
2. Budget for 2023 changes and corrections have been made.
3. Management Report – Nikki Newell (BRIGS)
4. Storage Unit Rental – reviewed available storage bins. Only small bins are left for rent. Unit #28 needs to be emptied and readied for new renter. Unit #10 will remain as is until no more units are available at which time it will be emptied and readied for new rental. Motion made to approve the cleanout of #28 and #10 as outlined. **MSA**
5. Parking plan – Nikki Newell updated the board of the status and contact with Bill Dufresne (Engineer). Topographical maps are in the office if needed for reference in scheduling the peer review.
6. Emotional Support Animal (ESA) – agreement approved in a majority vote of 5 in favor and 2 voting Present contingent upon receipt of remaining documents. **MSA**
7. Conservation committee visit – to be scheduled for a tour of the property and Shawsheen River surrounding the property. Board members are welcomed to attend along with Nikki Newell (BRIGS) as available. Date to be finalized for either 4/4 or 4/13 at 1:00.
8. Nikki Newell would like to schedule a walk-around of the property with the Board in late April or early May. Purpose is to identify issues to be addressed. A large group is not recommended.
9. Camera issues – Central Signal will be on the property on 4/11/2023 at 9:00 am to troubleshoot the non-functioning camera system.
10. Annual Meeting of Owners – to be held via Zoom on Monday, May 22, 2023 at 6:00 pm. Two Board positions will be up for election.
11. On call fees – discussed. Will make recommendations at the April meeting if considered a change in the BRIGS contract and how to handle going forward.
12. Mailbox list – discussed regarding information accuracy and matching information to names on the mailboxes. Having accurate names/labels on the mailboxes is essential in knowing who is living on the property in each unit. Work will continue on this project.
13. Open Discussion
14. Insurance claim – Building #30 boiler. Meeting scheduled for 4/3 at 12:30 with adjuster. Pat from CGR will be there.
15. Handicap sign at the end of #70 will be removed by Eric.
16. Building #30 sewer issue – Nikki Newell (BRIGS) needs to get a vendor with a camera to see what the situation is with the pipe.
17. Unit owner information form – Client Services has it.
18. Quote from David Murphy for laundry room valves - $1925.00. Motion made to accept the quote and schedule the work to be done immediately. **MSA**
19. Electric bills – for review and comparison. Nikki Newell (BRIGS) will send to Gil Major and the board for analysis by building.
20. Erosion behind Building #100 and holes are very concerning.
21. Black residue at #30 – Eric could not identify source.
22. Trees behind #90 and #100 – Ferris Tree Service will look and the area.
23. Washer/Dryer – a letter will be sent to the unit in question.
24. Speed bump – to be discussed at April meeting. Suggested area is the cross through between Manchester and Jefferson/Hamilton. Safety issue as drivers do not slow down in making the turn toward the north entrance or approaching the dumpster.
25. Unit 30B #5 has a window taped up – Eric will check from the exterior.
26. Geese are back and nesting along the river.
27. Orientations for new tenants – currently not happening. Nikki Newell will arrange to get those scheduled to begin.
28. Executive Session

Working meeting on 4/3/2023 at 6:00 via Zoom

Next Board Meeting: Monday, 4/24/2023

Adjourned at 8:50 pm

Respectfully submitted,

Lisa Arsenault

Secretary