Washington Park Board of Trustees

November 26, 2018

Called to order at 6:00 p.m.

Present: Gil Major, Rhonda Fisher, Barry Mahoney, Barry Kaplan, Lisa Arsenault, Jeanne O’Connor

Absent: Ivy Rabinowitz, Chris Collins (BRIGS)

Quorum established

1. Secretary’s Minutes – approved at written – **MSA**
2. Treasurer’s Report – reviewed October 2018 financials as received
3. Management Report
4. Gas Emergency Claim – waiting for progress report on status of reimbursement of first portion of claim including electric hot water tanks. Report due at the end of this week (11/30/18).
5. Boilers – water temperature to be checked and adjusted as needed to the correct temperature of 120 degrees. Water has not been running as hot as it should with new boilers. Boiler at 259 North Main will be replaced.
6. Storage Locker Invoices – to be sent on 1/1/19 with a due date of 2/1/19. BRIGS will provide a draft of the invoice document previously for Board approval prior to being sent.
7. Laundry – delivery of new dryers due in 3 weeks per the vendor. As soon as the dryers are delivered, connections will be made in all buildings by Peak Mechanical within 2-3 days.
8. Snow Policy – Motion made to amend the policy as follows in Section titled “After the snow has stopped” in first bullet point – change to: **If the snow is stopped by 9:00 a.m.,** all cars must be moved from the parking spots so the snow plow contractor can finish the clean-up process. Please clean off your car in your spot, not in the newly plowed roadway. **MSA**
9. Barry Mahoney will review and analyze snow storm data regarding parking issues and report to the board.
10. Railing at 257 North Main (parking lot side) – will replace and not repair. Work to be done by Wildwood.
11. Property walk-through – waiting for date and list of work needing to be done related to Columbia Gas claim. Date to be scheduled.
12. Laundry Rooms – Champion is being scheduled for cleaning of all laundry rooms since removal of dryers. Tables have been ordered for all laundry rooms.
13. Move In/Move Out – reviewed
14. Bonus for John McMullen – approved - **MSA**
15. Open Discussion
16. Orientation questions on renters who need to be scheduled
17. Rules and Regulations – updated version needs to be registered at Registry of Deeds prior to posting on the website. BRIGS to take care of registration.
18. Executive Session

Next Board Meeting: January 28,2019

Working Meeting: TBD in early January

Respectfully submitted,

Lisa Arsenault

Secretary