Washington Park Board of Trustees

September 26, 2016

Called to order at 6:00 p.m.

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

Absent: Barry Kaplan

Quorum confirmed

1. Secretary’s Minutes – approved as written – **MSA**
2. Treasurer’s Report – reviewed balance sheet by Chris Collins (GBP)
3. Budget variance report reviewed. Will check on electrical. Gas and water/sewer are under budget. Confirm that cash flow is ready for doors and roof replacement coverage. Check HVAC contract.
4. Management Report – GBP
5. Laundry update – MacGray units removed. Champion will clean all laundry rooms. Callahan will do gas hookups as required. Install of the new ACLS machines scheduled to begin on 9/27 beginning with #237.
6. Cleaning update – Champion was reviewed for work quality. GBP (Chris Collins) will handle issues needed to be addressed for improvement.
7. Window washing – front facing windows in Andover, Bradford and Concord to be washed inside and out at a total cost of $425.00. Champion will schedule immediately – Motion to approve as proposed - **MSA**
8. Landscaping – Chris Collins met with Dave Shaw (Wildwood) who met with Judy Wright on replacement list for plantings. Judy Wright advised on Newton House plantings. Newton will be done within the next 10 days with $4,000.00 budgeted or up to $7,000.00. Notice to Newton owners/residents to help with watering. Tree stumps removal - $800.00 by Wildwood. Replacement trees will wait until spring with the current drought conditions.
9. Tree trimming – proposal by Ferris on removing dead trees along riverbank as well as trimming back branches growing into wires around the property. To save the cost of this trimming, National Grid has been asked to trim at no charge to Washington Park. An arborist will be sent to review the property and schedule the trimming.
10. Beaver issue and tree damage reviewed – expert contacted for November 15 action
11. Entry doors – new white steel doors for 30 building entries (not ABC) are ordered as approved as a Reserve Expense at $10,140.39.
12. Parking – visitor parking spaces are marked and will be noted as Visitors
13. Boiler shut down switches – completed by Andover Electric
14. Snow Guidelines – in review and will be looked at for the upcoming snow season at the next working meeting.
15. Open Discussion
16. Dover A light is faint and in need of replacement
17. Balmoral gauge funding – Barry Mahoney will address continuation of support of this vital tool.
18. Hallway renovation project – will be decided based on priority need and done by John McMullen. Work to begin immediately as a fall project.
19. Pest control – several bait traps have been placed as needed around the property. John McMullen will monitor.
20. Budget review for 2017 – reviewed as proposed by Greater Boston Properties. After review and consideration, motion made to formally accept 2017 budget with the following exceptions:
21. Increase to laundry income to $10,000.
22. Increase salary of John McMullen (On Site Super) by $1.00/hour for 2017 beginning January 1, 2017. Motion to approve as proposed – **MSA**
23. Executive Session

Working meeting – October 10, 2016

Board of Trustees – October 24, 2016

Respectfully submitted.

Lisa Arsenault

Secretary