Washington Park Board of Trustees

September 27, 2021

Called to order at 6:00 pm via Zoom due to Covid-19 restrictions

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

Absent: Barry Kaplan

Quorum established

1. Secretary’s Minutes – approved as written **MSA**
2. Treasurer’s Report – Chris Collins (BRIGS)
3. Operating – $37,823.72
4. Reserves – $474,303.88
5. Budget for 2022 – proposed for line-item review and discussion
6. Management Report – Chris Collins (BRIGS)
7. CGR Mechanical parts – the parts to be stored on the property are in and will be stored in #70 on Wednesday of this week (9/29). A sign-out list will be kept and monitored to ensure that parts used are replaced to reduce maintenance time on the property.
8. Boiler Preventative Maintenance – CGR is conducting a review of all boilers for maintenance purposes and repair. A written report of recommendations to be available for Board review at the October meeting.
9. Columbia Gas paving – John Sullivan and crew will be on site the first week of October. Dates to be scheduled and information will be sent to owners.
10. Parking plan – Engineer (Bill Defresne) is putting final report together for Board review and presentation to the Town of Andover.
11. Landscaping – the replacement/relocation project by Wildwood will begin on 9/28 at Dover House and Exeter House.
12. Trees – Ferris Tree Service is preparing a proposal for removal of dead trees on the property.
13. Carpet cleaning – Champion is scheduled to steam clean the common area carpets in all buildings on 9/29 and 10/2.
14. River Gauge at Balmoral – Barry Mahoney contacted all members of the Board of Selectmen and the Town Manager regarding the 2022 renewal of funding for the gauge. No response as of this date. Will ask the Town of Andover to support funding as an annual budget item based on the importance of the resource to the entire Town of Andover.
15. Electronics upgrade – a motion made to accept the proposal of $5072.00 to upgrade the key entry system at the pool and tennis court area. Barry Kaplan to work with the vendor on the implementation and installation of the upgrade. **MSA**
16. Reserve spreadsheet – reviewed
17. Violations – reviewed
18. On-site maintenance – emergency lights will be a reserve expense and will be done immediately due to lights being out as reported after recent power outage.
19. Open Discussion
20. Visitor spaces – painting to be scheduled based on paving
21. Trash barrel covers – question on replacement of missing covers
22. Apartment at 259 North Main Street – check on work to be done including painting and any repairs/upgrades needed as we plan for indoor projects.
23. Executive Session

Adjourned at 8:15 pm

Next Board Meeting is scheduled for October 25, 2021

Respectfully Submitted,

Lisa Arsenault

Secretary

Washington Park Board of Trustees