

HALP Executive Committee

Meeting of 05/17/2023

EXECUTIVE COMMITTEE (laurelparkec@gmail.com): Presiding Officer and President: Ruth Anne Lundeberg (presidentlaurelpark@gmail.com), Clerk: Aaron Bissell (clerklaurelpark@gmail.com); At Large: Wil Morin (atlarge1lp@gmail.com), At Large: Lauren Anderson (atlarge2lp@gmail.com), Financial Officer: Kathy Murri (treasurerlaurelpark@gmail.com), Vice President: Andrew Lehman (vplarelpark@gmail.com), Property Chair: Peter Russell (propertycommitteelp@gmail.com).

ABSENT: Andrew Lehman

HOMEOWNERS: Tryna Hope, Amanda Nash, Margie Brenner, Lauren Vitiello, Joni Sexauer

GUESTS: Michael Pancione (Property Manager)

HOMEOWNER MATTERS

1. **Request for trimming or removal of tree by #49 as soon as possible** - Margie Brenner: Homeowner feels that tree, which is only about 3ft from her house, poses an imminent threat.
 - a. Tree has been assessed by Shea Tree service. It does have many dead branches. It's unprotected from wind by other trees. Peter thinks removal is likely called for and suggests doing so ahead of the usual cycle.
 - b. **Motion:** Expedite trimming or removal of tree by unit #49. **PASSED.**
2. **Discussion of landscaping dirt mound created by septic system of #77** - Judson Brown: Judson not in attendance. See Property Officer's report for more information on this subject.

A. REPORTS:

1. **PRESIDENT'S REPORT** (Ruth Anne Lundeberg)
 - a. Working closely with the Panciones and Peter Russell.
 - b. Assisting with homeowner matters of all kinds.
 - c. Working with our attorney and insurance agent.
 - d. Details are available by request.
2. **VICE PRESIDENT'S REPORT** (Andrew Lehman)
 - a. No Report (Absent)
3. **FINANCE OFFICER'S REPORT** (Kathy Murri)
 - a. [See Linked Document](#)
 - b. Income is still on target with yearly payments currently balancing any late monthly payments.
 - c. Overall, expenses are a little low, but the most expensive season is coming up. Some expenses are high. Snow plowing is over budget, but it is unlikely there will be any further snow expenses this season. Utilities are on target overall. Electricity is still high; Budget will need to be adjusted for electric rates.

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- d. Question on the current \$555 amount in the landscaping category: that amount may need to be relocated to a different category. \$5,000 from the landscaping category has already been allocated for landscaping of the front gate garden area.
- 4. PROPERTY OFFICER'S REPORT (Peter Russell)**
- a. [See Linked Document](#)
 - b. Additional Information on Tree Replacement: Some saplings collected from the city may yet survive.
 - c. Additional Information on Hemlock Woolly Adelgid and Hemlock Elongate Scale: So far, most of the treated hemlocks Peter has inspected show signs of improvement.
 - d. Additional Information on Dining Hall Renovation: \$4,900 quote is for any issues there may be with the rotting wooden kitchen wall whether surface or structural. It's not clear when the work would take place. That work needs to be approved before a date is set.
 - e. Additional Information on Mosquitos: Question about machines that are currently in the tabernacle. Those machines have proved high maintenance and ineffective in the past.
- 5. CLERK'S REPORT (Aaron Bissell)**
- a. Website domain registration has been renewed.
 - i. Cost of \$21.99 for a year.
 - b. Website hosting will need to be renewed by June 14th.
 - i. Cost is not yet clear, but HostPapa is sending an invoice soon.
- 6. AT-LARGE ONE REPORT (Wil Morin)**
- a. Suggests that historical status could be useful for common buildings.
- 7. AT-LARGE TWO REPORT (Lauren Anderson)**
- a. Makerspace is beginning to have members.
 - b. Lauren is starting a calendar to schedule use of makerspace.
 - c. Question about how makerspace is advertised: information could be added to the orientation packet. It's also time for another email about the makerspace.
- 8. LONG TERM PLANNING COMMITTEE REPORT**
- a. Septic Summit scheduled for May 24.
- 9. PLAYGROUND COMMITTEE REPORT**
- a. [See Linked Document](#)
 - b. Proposal for replacement of plastic structure.
 - i. Plastic structure is still being used, but it's moldy and some find it unattractive.
 - ii. Compromise suggestion is a new wooden playhouse to replace the plastic playset. The \$250 cost would need to be covered by HALP.
 - c. Removal of remaining bits from old structures is planned to take place soon. Michael has been informed and remaining pieces will be removed tomorrow (May 18th).
 - d. Installation of donated pipes. Pipes are not galvanized, so they'll need to be painted.
 - e. Additional mulch purchased.
 - f. Benches from both Shelia and Erin will be placed around the park. Shelia's bench will be installed on Friday, May 19th by the playground.
 - g. **Motion:** Approve purchase of a wooden playhouse to be placed at the playground using HALP funds (up to \$300) and removal of current plastic structure. **PASSED.**
- 10. PROPERTY MANAGER'S REPORT (Michael Pancione)**
- a. What has been accomplished so far: much already covered in other sections. Other things (like paving, work on dining all, etc.) are still awaiting approval.

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- 11. Library Committee Report** (Tryna Hope, Erin Nelson, Patti McManamy, Liz Duffy Adams)
- a. Giving the key code to all homeowners?
 - i. It would allow for off hours use or access if the library is not unlocked.
 - ii. Question of using a wider variety of codes for building access.
 - iii. **Motion:** Make code available to everyone in coded format near the library door. **PASSED.**

B. OLD BUSINESS

1. **Water runoff coming down hill near playground:** Tested clean, fence removed. Issue resolved.
2. **Investing a portion of our reserves:**
 - a. [See Linked Document](#)
 - b. Through Vanguard.
 - i. Concern that Vanguard may be heavily invested in fossil fuels.
 - ii. Greenfield Saving or another local bank could provide a community level investment with slightly lower interest rates on CD's.
 - c. \$100,000 in laddered CD's
 - i. No risk of loss.
 - ii. Equal amounts in 3, 6, 9, 12, and 18 month cd's.
 - iii. Interest rates on all are between 4.9% and 5.15%.
 - d. **Motion:** Use the proposed plan but with a local bank. **PASSED.**
3. **LPA and HALP agreement, part 3 has been approved by the EC.**
 - a. Signed by all parties. Business completed.
4. **North Warren street paving**
 - a. Cost: \$10,900.
 - b. Timing: most likely this autumn.
 - c. Question of where funds would come from. The current budget doesn't include money for paving. Feeling that the funds could be found in the current budget. Feeling that the current condition of that section of road is untenable and even unsafe.
 - d. **Motion:** Approve paving of North Warren. **PASSED.**
5. **#80 ready to start demolition and rebuild sometime in June.**
 - a. EC has just received word that the previously approved plan will proceed soon.
 - b. Details regarding timing, noise, vehicles, etc, will be forthcoming.
 - c. Michael notes that the homeowner needs to be sure that the footprint is marked by a surveyor before demolition so that the new building can be in the exact position/size of the current footprint.
 - d. Plans for demolition, rebuilding, and septic system were approved in 2022. See the minutes of meetings on [11/14/2022](#) and [11/21/2022](#) for more details on those plans.

C. NEW BUSINESS

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1. Creating a multi-year plan for expenditures and income

- a. Determining the condition of buildings: Plumbing, painting, electric, roofs, insulation, etc.
 - i. Inspections of buildings from a few years ago would be a good place to start.
- b. Determining what projects will get done in the future.
- c. When they will get done. Can a recurring schedule be set up for some items?
- d. What each is expected to cost.
- e. How will the work be funded.
- f. Possible sources of additional revenue for 2023 and beyond.
 - i. Phased-in homeowner fee increases? Fees have not been increased in several years.
 - ii. Investment income: investment in CD's is starting soon.
 - iii. Fundraising (non-grant)?
 - iv. Seeking grants for historic preservation?
 - v. Seeking grants for arts venues?
- g. Would be good to have a plan in time for the next budget.
- h. **Motion:** Begin a preliminary capital improvement plan for Laurel Park to be completed by the end of July. **PASSED.**

2. Proposed method for required review of property management:

- a. Review required every two years per our by-laws.
- b. Pancione can provide a complete list of projects completed before the budget and bylaws meeting in September.
- c. Previously, Michael has included the report at the annual meeting. This October, Michael Pancione will present it at the annual meeting and answer questions from homeowners.
- d. EC will review the report and share findings with homeowners by November 1.

3. Required review of financials:

- a. Required every two years as per our by-laws. There may have been a by-law change; it may now be at the EC's request rather than a requirement.
- b. Pancione can order our accountant to perform a review.
- c. Cost of review is estimated to be \$5,000-\$10,000.

D. EXECUTIVE SESSION

1. **Motion:** Enter Executive Session.
2. **Motion:** Leave Executive Session.
3. Executive Session Discussion Produced no Votes.

Meeting adjourned. 7:57 pm

Next Meeting Wednesday, June 28st at 6:15 via Zoom. (Link to [Next Meeting's Agenda](#))