

HALP Executive Committee

Meeting of 10/18/2023

EXECUTIVE COMMITTEE: (laurelparkec@gmail.com): Presiding Officer and President: Andrew Lehman (presidentlaurelpark@gmail.com), Clerk: Aaron Bissell (clerklaurelpark@gmail.com); At Large 1: Wilfred Morin (atlarge1lp@gmail.com), At Large 2: Lauren Anderson (atlarge2lp@gmail.com), Financial Officer: Kathy Murri (treasurerlaurelpark@gmail.com), Vice President: Vacant (yplaurelpark@gmail.com), Property Chair: Peter Russell (propertycommitteelp@gmail.com).

ABSENT:

HOMEOWNERS: Christopher Donovan, Iliia Cornier-Rivera, Tryna Hope, Jim & Jill Taglia, Deb Kozlowski, Sandra Hanig, Wendy Kane, Ruth Anne Lundeborg, Zayeet, Louis Hasbrouck, Zoom User, Lauren Vittello, Amanda Nash, Dennis Tarpey, Kandy Littrell, Laura Wallis

GUESTS: Michael & Patricia Pancione (Property Managers)

HOMEOWNER MATTERS:

1. Construction at #87:

- a. [See Linked Project Description](#)
- b. [See Linked Construction Form](#)
- c. [See Linked City Building Permit](#)
- d. [See Linked Sectional Plan](#)
- e. [See Linked Sideview](#)
- f. Easements cannot be given for expanding the interior living space. Chris will settle for his second choice of a storage shed.
 - i. There is already an older concrete slab in that section. Question of whether the contractor will require it to be removed. If contractor requires its removal, Chris will return to EC with updated plans for ground cover under shed (It would not be new concrete but perhaps gravel).
- g. Chris has looked at the footprint of his unit on the master deed.
- h. Chris has already informed his neighbors about the project and told them about this evening's meeting.
- i. Proposed new foundation is only for the section of house that will be torn down.
 - i. New foundation will be 4' deep.
- j. Dumpster will go in small lot on Springfield St. Estimated to be there for about 5 days. People who park there have given the okay.
- k. **Motion: Approve proposal for construction of second floor with footprint of house to remain as shown in master deed. PASSED.**

2. Construction at #48:

- a. [Minutes of EC Meeting on 8/22/2022](#)
- b. Deb wants to know what she needs to do proceed with construction on #48.
- c. She points out that the east end of the house has not been cantilever over commonland; they decreased the size of the first floor footprint to accommodate the septic systems and water lines of other houses.
- d. The main question is whether the stairs of the house were approved and whether they require an easement.
 - i. Question whether the stairs are as small as they can be according to code.

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1. The treads are the smallest size allowed, but the landings are somewhat larger.
- e. On the plans approved by the EC, the East Elevation diagram were intended to show the stairs attached to the east side of the house, but it's not clear if they do or not.
- f. Feeling is that Deb needs to request an easement to resolve the issue.
 - i. Question of whether stairs need an easement. Are they considered exclusive use? Do both sets of stairs require an easement or just the east side stairs?
 - ii. Does the construction of the stairs on concrete pilings mean they should require an easement? Stairs constructed on dirt would not be up to building codes.
 - iii. There are homeowner opinions both in favor of and against requiring an easement for the stairs.
 - iv. Louis says that not many easements from Laurel Park have been granted and recorded with the city.
- g. Louis suggests creating more clarity in the bylaws on construction of stairs and major construction in general.

VOTES BY EMAIL:

1. Approving Minutes of September 20th Meeting: **PASSED.**

REPORTS:

1. **PRESIDENT** (Andrew Lehman)
 - a. Andrew is new to the position but is adjusting with help from the rest of the EC and other homeowners.
2. **VICE PRESIDENT** (Vacant)
 - a. No Report.
 - b. No update on sale of #63 at this time.
3. **PROPERTY COMMITTEE** (Peter Russell)
 - a. [See Linked Document](#)
 - b. Question about electric wiring in the ceiling of the EC office. If we want to install a ceiling fan, would it be good to do that at the same time as the new ceiling?
 - i. Peter will talk to Michael Pancione about it.
 - c. Paving for second half of North Warren.
 - i. Perhaps unspent money allocated for building maintenance could be used for paving.
 1. Right now expenses are a little low for this time of year. The current under-budget amount could cover the extra paving.
 - ii. **Motion: Approve \$10,700 for remaining paving on North Warren. PASSED.**
 - d. More on tree work: Peter, with help from Michael Pancione and other homeowners, has selected 3 new contractors to get quotes from.
4. **FINANCE OFFICER** (Kathy Murri)
 - a. [See Linked Document](#)
 - b. Income is slightly ahead of this time of year.
 - i. Interest on investments are now included in the spreadsheet.
 - c. Question about why miscellaneous building expenses are so high.
 - i. Some bills are hard to classify to a specific building.

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- ii. Sometimes categories do not exist for some expenses, so they get placed in the miscellaneous category.
 - iii. Pancione Associates is able to provide a complete invoice of all expenses placed in the miscellaneous category if a homeowner is interested.
 - d. There's also one bill that was delivered to Pancione Associates very late and categorized as prior year expense.
 - 1. In addition, there are some bills that haven't yet been delivered for expenses already incurred this year.
 - e. Because this year's water expense is low after three quarters, the amount budgeted for next year is lower despite the rate increase.
- 5. CLERK (Aaron Bissell)**
- a. Possibility for the clerk's duties at Annual Meeting to be shared between two people.
 - i. Could one person concentrate on the minutes while someone else focuses on attendance/quorum?
 - ii. Laura Wallis has volunteered to focus on attendance and voting numbers for Annual Meeting.
- 6. AT-LARGE 1 (Wilfred Morin)**
- a. Do have one quote for EV charger.
 - b. Still trying to get two more quotes.
 - i. There is still hope that those quotes may arrive before the Annual Meeting.
 - c. The presentation at the Annual Meeting may only be informational, without voting.
 - d. Question of whether only the EC could allocate the money or whether homeowner approval is needed.
 - e. Question of whether homeowners are interested in EV chargers.
- 7. AT-LARGE 2 (Lauren Anderson)**
- a. No report.
- 8. PLAYGROUND COMMITTEE**
- a. No report.
 - b. Question about signage at playground.
 - i. Our lawyer and insurance agent have informed us that Laurel Park is not liable as long as the playground is maintained; this means the new playground is much lower risk than the old playground was.
 - ii. Previously there has been signage at the playground, but Pancione Associates was told to remove it; it's not clear why.
- 9. PROPERTY MANAGER (Michael Pancione, Tricia Pancione)**
- a. Many topics have already been covered elsewhere during the meeting.
 - b. Contractor for roofs on Dining Hall and Normal Hall porch has been contacted; estimate will be delivered soon.
 - c. Michael will contact pavers tomorrow, so paving the rest of North Warren Street can be done before asphalt plants close this year.
 - d. Curbstop stops at #80 and #30 have been fixed.
- 10. LIBRARY COMMITTEE (Tryna Hope, Erin Nelson, Patti McManamy, Liz Duffy Adams)**
- a. Smoke alarm in library is beeping. Michael Pancione will look into it, if Tryna finds that new batteries don't fix the issue.
- 11. NOMINATING COMMITTEE (Laura Wallis, Andrew Lehman, Kandy Littrell)**
- a. No Report.

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OLD BUSINESS:

1. **Energy retrofitting common buildings.**
 - a. See Linked Reports
 - i. [Normal Hall](#)
 - ii. [EC Office](#)
 - iii. [Apartment 1A](#)
 - iv. [Apartment 1B](#)
 - b. Proposal to approve insulation provided by Mass Save throughout the common buildings.
 - i. The insulation—materials and labor are no cost to HALP. Total value is around \$16,000, not including the dining hall, which will be a separate proposal.
 - ii. We will have to install a ceiling in the EC office, which will cost about \$1,000.
 1. Mass Save recommends a drywall ceiling.
 - iii. Mass Save has sent an electrician to see if there is live knob and tube wiring requiring removal; it is not live.
 - iv. Spaces eligible for more insulation are Normal Hall (downstairs, not the tower) the back of the dining hall, and Post Office building, including the upstairs rental units.
 - c. Spaces being considered for heating/cooling upgrades are Normal Hall (excluding the tower) EC office, Library, the storage room behind the library, the rental units and the back of the dining hall.
 - i. Insulation will provide savings regardless of whether or not new heating is installed.
 - ii. This issue will be considered once insulation improvement has been completed.
 - d. Andrew will sign the Mass Save documents so that work can proceed on installation of insulation.

NEW BUSINESS:

1. **Paving the remainder of North Warren St.**
 - a. Estimated to cost another \$10,700.
 - b. See Property Officer's Report for Discussion and Approval Vote.

EXECUTIVE SESSION:

1. **Motion: Enter Executive Session. PASSED.**
2. **Motion: Request an easement for use of common land. PASSED.**
3. **Motion: Leave Executive Session. PASSED.**

Meeting Adjourned. 8:48 pm

Next Meeting November 15th, 2023 at 6:15 pm via Zoom.