

## BAY SQUARE MINUTES MONDAY, JANUARY 27, 2009

The meeting was called to order at 7:00 pm by Nancy Jacobson.

Present were Nancy Jacobson, Sharon Britton, Meredith Leshkovich, Ann Oppenheimer, and P. Oktor Skjaervo, as well as Joe Andrade, and Derik Opdyke.

The minutes from the December meeting were discussed, amended, and approved as amended.

### FINANCIALS

Derik presented the financial statement.

Sharon and Ann asked about and Derik explained the way certain items were recorded in the budgets and financial statements.

Ann also pointed out certain discrepancies in her and Derik's sums.

Derik told that our CPA, Michael Keene (of KKC: Keane, Chiuve & Company, P.C.), will start performing the audit for 2008 and produced an engagement letter to be signed by Ann.

### CAPITAL PROJECTS

#### Lobby carpets

Samples were presented for review and a decision was made on colors/patterns.

[The bid obtained from New England Carpet and flooring as per the December meeting was \$2188.22]

#### Roofing project

6 bids had been obtained by Friday last. A seventh bidder bowed out.

2 bids are being primarily considered, based on past experience and knowledge of the companies:

Gibsons Roofs	\$293,000.00
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Progressive Roofing	\$298,000.00
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This is close to the broad estimate of \$300,000 that we obtained last year.

The other 4 bids range from \$331,773.00 to \$546,191.00

Robert Wilken (engineer, CBI Consulting Inc.) had put together a spread sheet with detailed cost estimates, which Derik and Bob will now be scrutinizing.

The contract will hopefully be wrapped up by the end of February for an early May work start. Derik went through the bid spread sheet and explained the various items. A few issues came up in this connection:

Re the PH patio sliding doors (which suffer from original construction deficiencies), Joe and Derik will investigate what can be done to repair the defects and who is financially responsible and will present their recommendations.

#### Concierge desk upgrade

Three bids had been obtained:

Waltham Woodworking	\$12342.00
J.R. Hughes Inc.	\$13990.00
Ronald Romard	\$18450.00

#### New fire alarm panel

A bid had been obtained from Simplex Grinnell for \$48000.00.

Derik recommended that the board hire Fire Protection Engineer (FPE) Larry V. Roy to review their proposal and the current City building requirements.

We could bid it out, but SG already have all the needed equipment in house.

Sharon made motion Ann seconded. Motion passed.

A document from Thayer & Associates for performing Project Administration and Coordination of the Roofing project was presented and discussed.

Derik explained the variegated tasks this “supervision” will involve.

Thayer’s fee of \$22,000 represents 5-6% of work cost. Nancy made motion, Sharon seconded.

Motion passed.

The Agreement was signed by the board members.

#### MAINTENANCE

Joe reported on our new contract with Cooling and Heating Specialists, Inc. for maintenance of the cooling and heating equipment, incl. those in the commercial spaces. Joe recommends we stay with this company, as they are cheaper than any other companies he has approached, as well as reliable.

A leak has been investigated in PH 1 (2nd fl.) ceiling, which resulted in the detection of a leaky copper water pipe for the kitchen. Joe called plumber, who came and replaced pipe.

Elevator was down for 5 days over weekend, and the circuit board replaced. last Friday, the State elevator inspection took place.

Snowblowers: The larger snowblower malfunctioned during the last snow storm, and a new one was bought at Home Depot, while the old one has now been repaired. Thus, we have now two functioning large snowblowers.

The gauge of the diesel tank (for the generator) is broken and must be replaced.

#### NEW BUSINESS

Gym smell reported by several residents. Derik will investigate the products used for gluing the mirror in the blue-floor exercise room and what paint was used and contact the producers.

Gym TVs: issue (mainly financial) will be presented to the residents at the Annual Meeting.

Comcast Cable: Ann mentioned the company's irritating habit of moving channels, especially now in connection with the digitalization.

Diffusion of tobacco smoking between apartments: This issue was raised by the owners of PH 1/apt. 616. Board is unable to remedy this situation, which is bound to obtain in a condominium. When one moves into a non-smoke-free environment, it is expected that such possibilities have been considered. Making Bay Square a smoke-free building would require changes in byelaws, for which there is at present no likelihood.

Ann mentioned that busy signals at front desk transfer to fax and that an answering machine is needed. Derik will see to this.

The meeting was adjourned at 9:29.

The next meeting is scheduled for Tuesday, February 9 (Annual Meeting).

P. Oktor Skjaervo

Secretary