

# **Summerfield at Taft Hill (SATH) Condominium Trust**

## **Board of Trustees (BOT)**

### **Minutes of Meeting (MoMs)**

**July 22, 2020**

Board members on the videoconference: Paul Balutis, Marsha Bourgeois, Randy Fields, Cecile Gaigals, and Pat Stephan. Bill Freer, Chairman of the Grounds Committee was present. Residents Bob Howard and Bob Contursi were also on the videoconference.

The Board of Trustees monthly meeting was called to order by Pat at 2:00 pm on July 22, 2020.

#### **1. Review of BOT Actions in March-April**

- a. Trustee Updates were sent to all Residents about the Notice of Intent to construct a gas station/convenience store/donut shop at 486-502 Douglas Street.
- b. The irrigation well on Andrews Drive was repaired.
- c. The tree budget was increased due to the number of trees scheduled for removal/trimming.
- d. A committee, chaired by Bob Contursi, with representatives Lavonne Seifert, Paul Balutis, Tony Lombardo, and Pat Simounet was created to coordinate our neighborhood efforts to investigate the gas station plans.
- e. The committee collected 172 signatures from Summerfield Residents and 11 signatures from residents along Douglas Street opposing the gas station.
- f. An attorney and environmental engineer were engaged to represent SATH in the interactions with the Town of Uxbridge regarding the gas station plans. This will be financed using our budgeted contingency fund along with diverting the Reserve Fund contributions for the remainder of the year. The revised Becht Report shows that we are 103% funded for our Capital Reserves.
- g. A letter from the attorney to the Conservation Commission was approved.
- h. Members of our community participated in a ZOOM meeting of the Conservation Commission regarding the gas station plans.
- i. Due to issues with COVID-19 affecting trash collection, Waste Management was given the option of collecting trash as early as 9 am on Thursday instead of 11 am, as stated in our contract with them. They have not responded to this option.

#### **2. Open Forum for Resident Issues: None.**

#### **3. Financial Report**

- a. All financial reports as of June 2020 have been given to the BOT.
- b. Vendor invoices for June have been processed and paid in June and July.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for June has been recorded, our total reserves are \$618,902.88.

- e. The Board reviewed and unanimously accepted the monthly financials.
- f. ACTION: Paul will review the insurance policies on the Google Drive.
- g. ACTION: Marsha will obtain the highest interest rate possible for the CD that is scheduled for renewal in August.
- h. ACTION: From now through the 2021 Budgeting period, Marsha and Paul will monitor and project year-end expenses to identify any budget items that may need adjustments.

#### **4. Grounds Report**

- a. **THANK YOU** to Tony Lombardo, Paul Cnossen, Pat Stephan, Bill Freer, Warren Goodnow, Vicki Small, Beth Zersky, Ann Fields, and Randy Fields for trimming the trees along the walkway at the West entrance on Taft Hill Lane and the hillside behind 23 Nicki Way.
- b. Tree removal and trimming is underway as weather permits.
- c. Vinnie Cataldo is working with Bill on a contract for rebuilding our catch basins (storm drains in the streets) and sewer manhole covers.
- d. A representative of Mr. Fence is preparing a quote for a guardrail to block the gap between our guardrail and the Uxbridge guardrail at the West entrance of Taft Hill Lane without blocking the walking path. He is also including replacement of rotting posts and missing bolts in the current guardrail.
- e. Our irrigation system has had several broken sprinkler heads and a few misdirected sprays that have been repaired/corrected.
- f. TruGreen sprayed weed killer on the riprap at the Mail Building and the gravel area where the snow removal equipment is parked.
- g. Cleaning of the 3 detention ponds will begin in the Fall.
- h. Last week, a tractor trailer traveled up Taft Hill Lane West, turned onto Summerfield Drive at the top of the hill, traveled down Summerfield Drive and turned left onto Taft Hill Lane West about 7 am. The trailer apparently destroyed the streetlight at the corner and the truck left our development. A police report and insurance claim were filed.

#### **5. Beautification Committee**

- a. The Beautification Committee will not be meeting during July and August because of the heat.

#### **6. Old Business**

- a. Bob Howard reported that after receiving the updated Becht report, the Strategic Planning Committee met with the following conclusions/recommendations:
  - i. The Transition Checklist presented to Northwind has been completed.
  - ii. Our contributions to the Capital Reserve should be \$39/month/Unit in the 2021 Budget. Minutes of the meeting are attached.
  - iii. Catch basins/sewer manhole covers need to be repaired.

- iv. We need to have a plan for emergency repair of a water main or sewer line breaks and Bill Freer was asked to contact the Uxbridge Water Department about their recommendations for contractors and materials.
  - v. Bob Howard will review the Becht Deficiency Report to identify completed items and shortfalls for the next meeting.
- b. Eversource repaved the section of Taft Hill Lane East to complete that project.
  - c. THANK YOU to Pat Stephan for getting Radon test kits for Residents who want to test their Units.
  - d. **PLEASE WEAR A FACE MASK WHEN ENTERING THE MAIL BUILDING!  
PLEASE DO NOT ENTER WHEN ANYONE ELSE IS IN THE BUILDING, AS WE ARE REQUESTING SOCIAL DISTANCING.**

## 7. New Business

- a. Bob Contursi reported the following for the committee investigating the gas station project at 486-502 Douglas Street:
  - i. At a Zoom meeting with the Conservation Commission, our attorney registered the complaint about incorrect notification of abutters and was told that the Town Counsel said this was not an issue.
  - ii. After the Engineering company representing the gas station gave their presentation, numerous Summerfield Residents registered their concerns about this project.
  - iii. A petition signed by 183 Summerfield and Douglas Street Residents opposing the gas station project had been submitted to the Commission.
  - iv. The Commission requested that the Engineering company add additional material to their application (complete the flagging of the wetlands adjoining the project, add information about impact on plants, etc).
  - v. The Commission will have an independent Engineering company evaluate the proposed project and they continued the discussion until their August 17, 2020 meeting.
  - vi. The Commissioners plan to visit the site after the application and wetland flagging are completed.
  - vii. A concern was raised by Summerfield Residents about the potential impacts of any water flows or contamination on the stream and culverts under Taft Hill Lane West.
  - viii. THANK YOU to the many members of our neighborhood who helped gather the information and obtain signatures on the petitions for this meeting!
  - ix. **RESIDENTS WILL NOW NEED TO PREPARE FOR THE AUGUST 5 MEETING OF THE ZONING BOARD OF APPEALS AND AUGUST 12 PLANNING BOARD MEETING WHERE ISSUES SUCH AS TRAFFIC, NOISE, LIGHTS, STORM WATER**

**FLOW, PROPERTY VALUES, QUALITY OF LIFE IMPACTS,  
ETC WILL BE DISCUSSED.**

**ACTION:** Pat will contact our attorney about sending a letter to the Town Counsel about the incorrect notices to the abutters. Pat will also ask our attorney about the culverts running under Taft Hill Lane West.

- b. At the Conservation Commission meeting, they issued a STOP WORK ORDER for Forest Glen because of the incorrectly installed culvert which causes silt to flow into the stream crossing our property. Muddy water from the construction is running onto Taft Hill Lane East and into our catch basins. **THANK YOU** to Vinnie Cataldo who has filed complaints with Uxbridge and the MA Department of Environmental Protection about this situation.

- 8. Resident Work Requests** – Six work requests were received and approved in the past month.
- 9. Date for Next Meeting** - The next BOT monthly meeting (videoconference) is scheduled for August 18 at 1 pm. Information about how to join the videoconference will be sent just prior to the meeting.
- 10. Adjournment** - The Board voted unanimously to adjourn at 4:19 pm.

**STRATEGIC PLANNING COMMITTEE MEETING MINUTES**

Members present: Bob Howard, Bill Freer, Pat Stephan, Randy Fields

Bob called the videoconference to order at 1:00 pm on July 13, 2020.

**AGENDA**

**1. Are checklist items for the transition from Northwind complete?**

A Trustee Update from July 8, 2015 states the following:

“Our Transition Team has worked very closely with Northwind on the final punch list for repairs in the Common areas. We are very pleased to report that nearly all of the work is complete, so we thank Northwind for their efforts. A couple of items remain, such as finishing the blacktop project on the east side of Taft Hill Lane. The Association will accept funds from Northwind to repair Common area lawns throughout the development (map attached) and that work is expected to be done this fall.”

A vote of 4-0 approved closing this question.

**2. What reserve amount must we budget for in 2021?**

In 2019, we deposited \$31/Unit/month into the Reserves until the last 4 months when the BOT decided to deposit this money into the Operating Budget because of a shortfall. In the 2020 Budget, the BOT decided to lower the amount deposited into the Reserves to \$20/Unit/month because the Becht report showed that we were funded at 103.04% for the Reserves. In June, the BOT voted to stop putting funds into the Reserves and create a fund to investigate the impact of the proposed market and gas station project at 502 Douglas Street on the Summerfield community.

Based on the Becht report analysis, the Strategic Planning Committee voted 4-0 to recommend a \$39/Unit/month deposit into the Reserves for the 2021 Budget.

During this discussion, Bob asked if we had a company on retainer to repair a water main break (emergency). ACTION: Since there was no plan, Bill was asked to contact the Uxbridge Water Department about creating one.

### **3. Catch basin repairs?**

ACTION: Bill is working with Paul and Vinnie Cataldo to develop a contract for the repair of the catch basins. The Uxbridge Highway Department has been unresponsive to questions from Bill about their requirements for sewer and catch basin rings. Bill plans to have this work completed by October.

**4. Have the Becht noted deficiencies been addressed?** ACTION: Bob will review the Deficiency Report from Becht, the site maps, and investigate whether the items on the list have been completed and report at the next meeting. Ideally, any missing items will be ranked according to priority for completion.

The meeting ended at 1:59 pm.