



at Taft Hill  
1 Summerfield Drive Uxbridge, MA 01569

**Summerfield at Taft Hill (SATH) Condominium Trust  
Board of Trustees (BOT)  
Minutes of Meeting (MoMs)  
April 21, 2021**

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

The Board of Trustees monthly meeting was called to order by Pat at 1:01 pm on April 21, 2021.

**1. Discussion of Job Descriptions and election of Officers**

- a. Job descriptions are in the Resident's Guide on our website. Paul volunteered to review the Resident's Guide when Bob stated that the Chair position sometimes mentions "president".
- b. The following Officers were elected:
  - i. Chair – Pat Stephan
  - ii. Vice Chair – Marsha Bourgeois
  - iii. Treasurer – Paul Balutis
  - iv. Secretary – Randy Fields
  - v. Member-at-Large – Bob Howard
  - vi. Parliamentarian – Bob Howard

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

**3. Review of BOT Actions since March meeting:**

- a. The Annual Meeting was held on April 10, 2021. Marsha Bourgeois, Bob Howard, and Pat Stephan were elected as Trustees.
- b. Responded to legal communications from Attorney regarding the gas station appeal.
- c. Participated in Planning Board, Finance Committee, and Selectmen meetings regarding petition to rezone SATH to Residential.

**4. Financial Report**

- a. All financial reports as of March 2021 have been given to the BOT.
- b. Vendor invoices for March have been processed and paid in March and April.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for March has been recorded, our total Reserves are \$566,740.34.

- e. The Board reviewed and unanimously accepted the monthly financials.
- f. Approximately \$2,500 has been spent on attorney fees to oppose the gas station project in March.
- g. Cash Flow analyses for Operating Expenses (checking account \$51,771) and Reserves (checking account \$21,935) were reviewed.
- h. Budget for lawn care/spring clean-up/fall clean-up was confirmed.
- i. ACTION: Marsha will send the Worker's Compensation Insurance Policy to Paul.
- j. ACTION: Pat and Paul will research best way to insure neighborhood volunteers.

## 5. Grounds Report

- a. **TRUE GREEN PLANS TO TREAT THE LAWNS NEXT WEDNESDAY, APRIL 28. PLEASE KEEP YOUR CHILDREN AND PETS OFF OF THE LAWNS FOR 24 HOURS.**
- b. Spring Clean-up has been completed along with adding a freshening layer of mulch to Common and Limited Common Elements.
- c. THANK YOU to Tony Lombardo who added soil and grass seed to numerous areas where the grass had been damaged by repairs of the catch basins.
- d. Carlino has quoted on installing arborvitaes around the well fence at the top of Taft Hill Lane to help mitigate the staining of the fence by the sprinkler water.
- e. Erosion is occurring behind 41 and 43 Andrews Drive and near 113 Taft Hill Lane and the Grounds Committee is working on proposals for correction.
- f. ACTION: The Grounds Committee will submit proposals for improving the areas at the corner of Andrews Drive and Taft Hill Lane (near 113 THL) and between 28 and 38 Andrews Drive.
- g. With a recommendation from the Grounds Committee, the Trustees agreed to not treat for grubs this year. We have had few issues over the past few years.
- h. **ALL RESIDENTS ARE REMINDED THAT ANY LANDSCAPING WORK (OR OTHER WORK ON THE OUTSIDE OF THE UNIT) REQUIRES A WORK REQUEST APPROVED BY THE TRUSTEES. THESE REQUESTS CAN BE SUBMITTED TO THE [summerfieldbot@gmail.com](mailto:summerfieldbot@gmail.com) ACCOUNT OR IN THE GREEN BOX IN THE MAIL BUILDING.**

## 6. Beautification Committee

- a. Vicki Small reported that the Beautification Committee will begin working mid-May and will be replacing some dead decorative trees.

## 7. Peter Demers, Chairman of the Uxbridge Finance Committee, attended our meeting to discuss the following:

- a. He is a candidate for the Board of Selectmen in the next Town election.
- b. He is 56 years old, trained as a Manufacturing Engineer in the pharmaceutical industry and currently a Department Manager.
- c. He has 3 adult children employed as a teacher, forest ranger, and military policeman.
- d. Peter has lived in Uxbridge since 2005 and has served for 12 years on the Finance Committee; he is a volunteer fireman, involved in the Community Gardens and has coached many youth sports teams.

- e. Peter stated that he wants town officials to follow the Town Charter. Selectmen should allow the Town Manager to oversee the day-to-day operations of the Town; spend more time creating policies; create a water/sewer commission and take those responsibilities away from the Selectmen; and establish a better Human Relations function in town to address the need for performance reviews and Human Relations Policies.
- f. Peter was very helpful to SATH in getting favorable recommendations at a meeting with the Finance Committee and Selectmen for our petition to rezone our property.
- g. **THE TOWN ELECTION IS MAY 25 AT MCCLOSKEY SCHOOL FROM 7 AM UNTIL 7 PM. ABSENTEE BALLOTS ARE AVAILABLE FROM THE TOWN CLERK UPON REQUEST (PHONE, TOWN WEBSITE, OR IN-PERSON). PLEASE VOTE!!!**

## 8. Old Business

- a. Our attorney continues pursuit of the appeal of the gas station approvals by the Planning Board and Zoning Board of Appeals. **Please understand that our attorney has advised us to keep our strategy confidential because it is a legal proceeding.**
- b. Work at 515 Douglas Street on the Amazon Sortation station has been somewhat stagnant, but more heavy equipment, tons of gravel and some building materials are continuing to accumulate on the site. Campanelli tells us that work will begin shortly.
- c. Campanelli has presented plans for another new warehouse and truck parking lot within the Campanelli Business Park on the West side of Route 146. There is little opposition to this development, but it will add more trucks to the Douglas Street/Route 146 interchange. Campanelli is having independent meetings with the abutters to learn of their concerns and addressing them before the Planning Board.
- d. The owner of the Shell gas station on the West side of Route 146 on Lackey Dam Road is before the Uxbridge Planning Board requesting approval of total destruction of the current station and expansion to include diesel pumps, a much larger drive-through donut shop/sandwich shop and expanded gasoline dispensers.
- e. Surveying along Douglas Street continues as plans for the sidewalk from where it ends in Uxbridge to the Route 146 North entrance ramp are developed. Campanelli contributed funds to the Town for this work.
- f. **THANK YOU FOR WEARING A FACE MASK WHEN ENTERING THE MAIL BUILDING! PLEASE DO NOT ENTER WHEN ANYONE ELSE (ESPECIALLY THE MAIL PERSON) IS IN THE BUILDING, AS WE ARE REQUESTING SOCIAL DISTANCING. THE CDC RECOMMENDS WEARING A MASK EVEN AFTER YOU HAVE BEEN VACCINATED.**
- g. At the Conservation Commission insistence O’Hearne had Andrews Engineering do some major work on both sides of the culvert to improve the situation around the culvert on Spring Hill Drive and it appears that the stream is flowing through the correct pathway in the culvert. The equipment that did the work damaged the stream banks and created sediment in the stream bed and that situation will also be addressed by the Conservation Commission.
- h. **AT THE UXBRIDGE TOWN MEETING AT 2 PM ON SATURDAY MAY 15 AT THE MCCLOSKEY SCHOOL, OUR PETITION TO REZONE OUR NEIGHBORHOOD FROM AGRICULTURAL/RESIDENTIAL TO ALL RESIDENTIAL WILL BE INCLUDED IN THE WARRANT. WE NEED TO HAVE EVERYONE WHO CAN**

**ATTEND AND VOTE FOR THIS CHANGE. IF THIS FAILS TO PASS, IT WILL BE 2 YEARS BEFORE WE CAN ATTEMPT IT AGAIN.**

**9. New Business**

- a. The Annual meeting was reviewed.
- b. ACTION: Marsha, Paul and Pat will investigate electronic payment methods with Savers Bank.
- c. ACTION: Marsha, Paul, and Pat will create a Standard Operating Policy for the Bookkeeping position.
- d. ACTION: Marsha will create a back-up plan for the Bookkeeper.
- e. If you would like to help maintain our community website, please contact the trustees.

**10. Resident Work Requests** – Twelve work requests were received and ten approved in the past month. Two are in process. Paul and Marsha have been designated for expedited work request approvals.

**11. Date for Next Meeting** - The next BOT monthly meeting (videoconference) is scheduled for May 20 at 1 pm. Information about how to join the videoconference will be sent just prior to the meeting.

**12. Adjournment** - The Board voted unanimously to adjourn at 3:47 pm. The Executive session started at 3:47 pm and ended at 4:28 pm.