

**Lincoln Housing Commission**  
**Meeting Minutes**  
**September 12, 2016, 7:00 p.m.**  
**2<sup>nd</sup> Floor Conference Room, 16 Lincoln Road**

**Members Present: Diana Chirita, Chair, Sharon Antia, Linda Conrad and Mary Sheldon**

(Members unavailable: Allen Vander Meulen and Peter Georgiou)

Others Present: Pamela Gallup, Housing Consultant, and Elaine Carroll, Adm. Assistant

The meeting was called to order at 7:00 p.m. The minutes from June 6, 2016 will be approved at the next meeting. The next scheduled meeting will be October 3, 2016 at 7:00 in the 2<sup>nd</sup> Floor Conference Room.

Update on Affordable Accessory Apartment Bylaw: Pam Gallup gave the members a copy of updated bylaw marked in red where changes have been made and also where decisions have to be made. All leases say you need a 60-day notice to terminate a lease but need to wait until the lease expires except for tenant violations. According to DHCD the homeowner will need a lease. Pam used the exact wording for the bylaw as Harvard and Carlisle and DHCD has accepted both towns but no units have been proposed as yet. The homeowner cannot have a relative or an employee of the homeowner or their corporation. Pam will check on you can rent to other relatives like cousins or in-laws. Kathleen O'Donnell will look over the bylaw and then it gets worked into the existing Zoning bylaw. It is assumed that the Planning Board members have accepted it. The Affordable Housing Trust still has to work out any loan for the homeowner to create or update an affordable apartment and the use of the loan would be built around the accessory apartment. No town has yet done a loan to offset the loss of rent especially if using CPA funds. The loan would need to be repaid if the property is sold or the apartment removed from affordability. The ZBA and Planning Board were very enthusiastic about a loan to the homeowner and also a tax exemption for the square footage of the apartment, which was also positively voiced by the seniors at the CoA Forum. There could also be the ability to use deductions on their taxes for cost of snow plowing, etc. Sharon Antia made a motion to approve the Affordable Accessory Apartment Bylaw as amended by add under (iii) 60-day notice to coincide with the expiration of the lease. The motion was seconded by Linda Conrad. The vote to approve was unanimous.

Update on McCart Property: Pam has been working with Bob McCart to move forward with the two affordable apartments on Lewis Street. Mr. McCart was told by the Fire Dept. that he will need to install a sprinkler system. The contractor he consulted with came up with a figure of \$100,000 to do the job, which would accommodate what is there now including the garage, business and gasoline cans. To convert the space to apartments, it will be redone for his purposes and then go back to the Fire Department for approval

Update on Lease Renewals: Pam will continue to work on the lease renewals. She is still working on getting all of the necessary information for some of the tenants. Since the leases for 75 Tower Road will be coming up in a couple of months, they will be sent letters of renewal with the necessary forms.

New CoA Forum: Since some seniors could not attend the last forum, Carolyn Bottum has asked if an additional forum could be scheduled for some time in October. The members felt that instead of a brunch only coffee and desserts would be served.

Loan Incentive from AHT: At the next AHT meeting tomorrow morning, the loan incentive program will be discussed, which would be the same format as for loans to group homes which are a mortgage type that can be foreclosed on. The homeowner pays the cost to record the mortgage, but the Town pays for recording the Regulatory Agreement.

Rotation of Chairman: This will wait until a future meeting.

At 8:05 p.m. Sharon Antia made a motion to adjourn the meeting. The motion was seconded by Linda Conrad. The vote to approve was unanimous.

*Submitted by Elaine Carroll*