

Lincoln Housing Commission
Regular Meeting Minutes
January 8, 2018, 7:00 p.m.
Donaldson Room, 16 Lincoln Road

Members Present: Allen Vander Meulen, Chair; Diana Chirita, Vice Chair; Rakesh Karmacharya, Evan Gorman and Bijoy Misra

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

The meeting was called to order at 7:05 p.m. Diana Chirita made a motion to approve the minutes from the December 4, 2017 meeting as amended. Evan Gorman seconded the motion. The vote to approve was unanimous.

Pet Policy: Pam gave the members a revised pet policy letter to discuss. Pam recommends that the Commission follows HUD Guidelines since 30 Sunnyside was rehabilitated with HOME Funds and is subject to HUD Law Regulations. The HUD policy allows the HC to ask a doctor for verification of need for a support dog. The HC can restrict the size of the dog and can also charge \$50 a year pet deposit, which needs to be paid every year when the new lease is signed. The pet deposits are held and if no damage is done by the pet to the unit, the amount will be returned to the tenant when they leave or the dog is no longer there. The HC will ask that a liability clause be added for the dog on the renter's insurance policy. Diana Chirita made a motion to approve the pet policy letter as written. Evan Gorman seconded the motion. The vote to approve was unanimous. Elaine will send out the Pet Policy letter to the tenants.

The tenant at 28 Sunnyside Lane has been waiting for the Pet Policy because she would like to get another dog. The tenant will need to write a letter to the Housing Commission requesting permission to have a dog and will be required to comply with the terms of the Pet Policy. Diana Chita made a motion to approve a dog at 28 Sunnyside Lane based on the decision of Evan Gorman that all requirements have been met and the dog is acceptable. Allen Vander Meulen seconded the motion. The vote to approve was unanimous.

Maintenance and Repairs: The tenant at 28 Sunnyside Lane has said to Elaine that she does not want her rug replaced at this time but would like to get it cleaned again. Allen will call Minuteman Services to be sure that they are okay with the Town not replacing the rugs at this time.

There was also a problem with the driveway being icy, and Gerry O'Doherty will be asked to put down salt and sand.

The heat at **65 Tower Road** went out over the Christmas weekend and was repaired but the blower needs to be repaired. Duggan Mechanical sent a proposal for \$1,275.00 to replace the blower. At the request of the HC, Elaine will check with the Gas Inspector to see if this is a fair price for the work. Allen Vander Meulen made a motion to approve the replacement of the blower after checking the price with the Gas Inspector. Rakesh Karmacharya seconded the motion. The vote to approve was unanimous. Evan Gorman will sign the proposal if the price is reasonable.

75 Tower Road – The boilers installed three years ago have had multiple problems. The members discussed Duggan Mechanical's suggestion to stockpile parts at the house for the boilers at a price of \$458. And whether a service plan for the heating systems for all the units should be looked into. Elaine will ask the Plumbing Inspector about any warranty on the boilers and let the Commission know. Evan Gorman made a motion to not stockpile parts for the boilers at 75 Tower Road. Bijoy Misra seconded the motion. The motion to not stockpile parts was unanimous.

Status Updates:

SLPIC – Allen said not much is going on right now that is directly related to the work of the Housing Commission. Various sub-groups have been meeting. The next SLPIC meeting is January 16.

COA – The COA Outreach meeting will be this Thursday at 9:00 a.m. Allen will attend the Outreach Meeting. Allen said that he thought Mary Sheldon's recommendation to have a HC liaison to the COA; instead of a COA Liaison to the HC. Diana said she is willing to be the liaison. Pam mentioned that Civico will be going to the COA to discuss Oriole Landing and how the development may increase services at the COA.

AHT – The last meeting was a joint meeting with the HC with the focus on Civico and what they are proposing for Town Meeting in March. The Affordable Housing Trust has voted to grant \$1,000,000 to CIVICO to secure a permanent deed restriction on 60 units of affordable housing. The loan does not have to be paid back unless the units are removed from the SHI. All 60 units must count on the SHI, which is why 25% have to be affordable and all rentals. Kathleen O'Donnell will be hired to write a letter of intent for the AHT to grant \$1M and suggest other terms for the grant.

The affordable units will be dispersed throughout the buildings. There is a link to the project with comments at coUrbanize/OrioleLanding. Sharon Antia made several comments on the site. One was that she was not happy with the location on Rt. 2 and felt it should be near the train station. Pam said we cannot tell people where to live (or presume what their needs are). There are a lot of people who need housing that do not necessarily work in Boston but work more locally.

CIVICO has to announce this project soon if they want to go to Town Meeting in March and Pam has talked with John Pugh.

Civico met with the Town staff and a lot of issues came up concerning water usage, septic and public safety but all the issues had reasonable resolutions.

HOW Group – Diana reported that the HOW Group discussed the CIVICO project. CIVICO made another presentation that indicated that the project was evolving. There was also a discussion of the Pro forma. CIVICO answered some design questions. CIVICO intends to bring the development to Town Meeting in March.

Accessory Apartment – Pam said that both Weston and Wayland have lotteries coming up and that the person from Wayland is working up a letter to send to DHCD on behalf of the three towns. She will also ask why we cannot use the waiting list at Lincoln Woods. The HC needs to have a lottery before accessory apartment owners can sign up for the program. In the meantime, Pamela will continue to work on the Tenant Selection Plan, Regulatory Agreement and Real Estate Tax Exemption. Still waiting to hear from the State legislature on Tax Exemption.

Website – Pam has some new documents to put on the website but need to update the FY2017 Income Limits Summary which was recently released by HUD.

Oriole Farm (1 Mary's Way) – Pam said that for now the AHT will take the lead on the CIVICO project because the Trust is making a large investment. Pam handed out 3 documents to the members: Memo from AHT to the residents of Lincoln; Lincoln's Demographic Profile and Trends; and SHI Goals. Pamela expressed concern that CIVICO has not put any information out to the community and that she hopes they will do it soon before people start hearing about the project from unreliable sources.

65 Tower Road – At the joint meeting of the AHT/HC 65 Tower Road legal process was discussed. James Craig does not want to bring the matter before the March Town Meeting because of the amount of work that would have to be done and he does not want to confuse people with too many housing matters. Transferring the land will be a time-consuming legal process. Allen will send the Water Commission the legal information from K&P regarding the legal process to see if they want to go forward with the process. The AHT needs to purchase land for the HC and a price has to be established. If too much, then we cannot go forward. Either way, the Water Commission wants the septic done. A survey and perc test will be required to determine lot lines and number of bedrooms. A septic plan would need Board of Health approval. The house needs a lot of work and the Commission will have to make a plan to renovate or add on if the Group Home idea is not feasible. It is not good policy to take units off the SHI.

We want Civico to pass but if it does not then the Town needs to come up with something else to create 10 units of affordable housing. The planner in Carlisle recommended to DHR that they talk to Lincoln about building 2 group homes on one site. DHR contacted Pamela. Evan and Pam will talk to the Water Commissioners and (as already discussed). Allen will be sending a memo to them regarding the legal process.

McCart Property: George Georges of the AHT went to look over the McCart property and said there are structural issues and it is probably not profitable for the McCart family to add additional units there.

Expenditures Review – This will be discussed at a later meeting..

Housing Commission Tasks List – This will also be discussed at a later meeting.

The next scheduled meeting will be February 5, 2018 at 7:00 p.m. There will be a public forum on CIVICO on January 31 at 7:00 p.m.

At 9:00 p.m., Allen Vander Meulen made a motion to adjourn the meeting. Evan Gorman seconded the motion. The vote to approve was unanimous.

Submitted by Elaine Carroll