

**Lincoln Housing Commission**  
**Tuesday, February 4, 2020 7:45 AM**  
**Donaldson Room, 16 Lincoln Road**

**Members Present: Keith Gilbert, Chair; Evan Gorman, Vice Chair; Diana Chirita, Allen Vander Meulen**  
(Member unavailable: Bijoy Misra)

Also present: Pam Gallup and Elaine Carroll, Adm. Assistant

The meeting was called to order at 7:45 a.m. Allen Vander Meulen made a motion to approve the minutes from the January 7, 2020 meeting as written. Evan Gorman seconded the motion. The vote to approve was unanimous. The next meeting will be on March 17, 2020 in the Donaldson Room.

**Update on Projects:**

The Housing groups are fully integrated with RHSO and the Housing Commission can be involved with RHSO as much as we want. This means we would have someone in our corner we can use. Keith said we need to establish what our future goals are. The HC is supposed to oversee the seven units of affordable housing. The policy side seems to have shifted over to the Affordable Housing Trust who has the money and are more the setter of policy. Keith asked Pam Gallup where she stands on RHSO and Beth Rust and if she would be able to contact her to go over the inventory including lease agreements, historic information and numbers. Keith said that Beth will be expecting Pam's call after which Pam will create a report on what the information that RHSO has. Beth meets monthly with Jen Burney and the HC members would like to keep informed on these meetings. Allen said we need to not only create affordable housing but also housing that is affordable.

The members were informed that Carolyn Bottum will be retiring this summer as Director of the COA and Abby Butt will be stepping up to replace her as Director. They are considering changing the name to Council on Aging and Human Services to reflect that they give assistance to all ages. With the help of the HC, the COA obtained \$30,000 in CPA funds to help the homeless and those with financial needs. It is expected that they will need more in the future and may need to make it a permanent arrangement.

**Update on Oriole Landing:**

They have only received 8 applications for the 15 affordable units. There should have been more publicity regarding the lottery. They are not worried about it and the leasing management continues to take applications and after that everyone will get a unit. SEB Housing who is doing the lottery should get in touch with Lincoln Woods and The Commons for the employees there. Diana and RHSO were at a meeting run by SEB Housing. The high rental price and 10 page complicated application may have discouraged people from applying. Allen said that people working in Lincoln come from a distance to get here and there is a need for public transportation in Lincoln and perhaps the HC could get involved in creating this.

**Heating Problems at 75 Tower Road:**

Evan got a quote on replacing the two gas boilers at 75 Tower Road. The quote from Mark Meacham was \$18,000 for each unit. Evan said that Meacham is a reputable company but expensive. He also took them around to all the units to get a quote on a service contract for each unit, which amounted to \$1,960 a year for all the units. He also contacted Nashoba Air and Petro Oil and Petro Oil said he can provide a service plan for those 2 units for \$318 a year per unit, which would include all service calls and a yearly maintenance visit. Allen Vander Meulen made a motion to set up a service contract with Petro Oil for \$318 per unit at 75 Tower Road. Keith Gilbert seconded the motion. The vote to approve was unanimous. Evan will contact Petro Oil and sign a contract.

### **Other Business:**

The HC was contacted by Palmer Green in Palmer, Mass. regarding the landlord history for 28 Sunnyside Lane. This may have been a form filled out a few years ago by the tenant and she may not be looking to move at this time. The HC needs to be prepared in case this does happen. This is a wheelchair user unit and when available will need to be completely renovated. Pam said that if the unit becomes available, DHCD controls the waiting list for handicap units or wheelchair user units and they will send out someone to look at the unit and tell us what we need to do.

The tenant at 26 Sunnyside Lane has complained that her oil heating bill is very expensive to run and does not use the hot water in winter and keeps the heat low because she runs out of oil. The members discussed the fact that something has to be done in order to protect the unit from damage from burst pipes. The members discussed helping the tenant with the oil on a one time basis. Keith Gilbert made a motion to authorize the Housing Commission to pay for an oil fill up one time to make sure that the unit is protected in the winter months and to make sure that she keeps the heat at 65 degrees. Evan Gorman seconded the motion. The vote to approve was unanimous. Elaine Carroll will notify the tenant.

Allen gave the members an update on the zoning changes by SLPIC in the Lincoln Station area. It seems that some people are concerned that the Planning Board has control over the construction in this area and is getting push back from local residents. They are working on a fix for this and have pushed back the vote from the March Town Meeting to the November Special Town Meeting. They will still go before the March Town Meeting with a presentation but no vote. The Housing Commission would like veto power in conjunction with the Board of Selectmen.

At 8:55 a.m. Allen Vander Meulen made a motion to adjourn the meeting. Keith Gilbert seconded the motion. The vote to approve was unanimous.

*Submitted by Elaine Carroll*