

**Lincoln Housing Commission
Regular Meeting Minutes
June 5, 2018, 7:00 PM
Donaldson Room, 16 Lincoln Road**

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

Also present: Sharon Antia (former Housing Commission member)

Although all of the Housing Commission's Contractors and Administrative Support personal are highly valued, productive, and critically important contributors to the work of the Housing Commission, they were excused from the normal practice of attending this meeting so that members of the commission would not feel inhibited in a planned discussion regarding contractor performance, contract terms, and contract renewals.

The meeting was called to order at 7:30 AM.

HC Finances Review (and Review of Contracts for Pam Gallup and Gerry O'Doherty)

All agreed that Pam, Elaine and Gerry are invaluable to the work of the commission. Without Pam's competent and tireless effort, projects such as the Affordable Accessory Apartment ("AAA") program and the CIVICO project simply could not have happened. And, the day to day management of the town owned units, plus interactions with our tenants would be far more challenging without Elaine's, Gerry's and Pam's dedicated work.

Even so, several members of the Commission expressed concern over their lack of knowledge as to how money is flowing into and out of the Housing Commission's revolving account. Similar concerns were also raised regarding the lack of knowledge and feedback on activities, decisions and projects that are under the auspices of the Housing Commission.

In discussing Pam's contracts, it was noted that the scope of Pam's AAA contract is no longer a good fit with the remaining work to be done, since the vast majority of the effort described in the original scope of work (to get the AAA project developed, approved at town meeting, and the supporting legislation enacted), is now complete, or nearly so. It was therefore suggested that we allow Pam to continue working on this project on a Time and Materials basis, and that the ongoing administration of AAA be rolled into the "Housing Commission Consultant" contract's scope of work. There was concern that changing the scope of work might require a new RFP: this issue will be addressed this fall.

Discussion outcomes:

Keith Gilbert made a motion, seconded by Evan Gorman to require that the itemized bills from each contractor be distributed to all commission members one week prior to each regular meeting for review and potential flagging of items for discussion. Also, each contractor will be asked to provide a quarterly status report of no more than 500 words, summarizing the work done in light of the statement of scope for each contract. (In the case of Gerry O'Doherty, this can be written or a verbal report presented by him or on his behalf by a Commission member.) The first such report will be due at the September, 2018 meeting.

Approval of Meeting Minutes for May 7

The minutes were amended to include two sentences in the "HC Finances Review" discussion: "*Since discussions of contracts can be somewhat sensitive and divisive, we will ask Pam to not be present during that portion of the next meeting. If allowed under the Open Meeting Law, we will hold that portion of the meeting in*

Executive Session.” The motion to approve as amended was made by Diana Chirita; seconded by Keith Gilbert, vote was unanimous.

Approval of Letter to Representative Thomas M. Stanley

For the benefit of our newer members, Allen (with additional commentary from Diana and Sharon) briefly summarized the incentives program for the Affordable Accessory Apartments as approved at Town Meeting in 2017, and its history, in order to provide context for Pam’s letter to Representative Stanley. All agreed that the letter should be approved as it currently stands. Keith moved to approve the letter, Evan seconded, vote was unanimous.

Status Updates...

Council on Aging:

Diana Chirita reported that the COA had learned that our tenant at 28 Sunnyside was very happy with her new floors. With regards to a “Transitional Apartment” for Lincoln Seniors forced to leave their homes, Abby – the COA’s social worker - is looking into funding from the State and other sources. In response to questions, we asked that the COA be informed that expanding 65 Tower is not a viable option for Transitional Housing; and that with regards to the AAA program, the Housing Commission’s (unofficial) opinion is that homes on nonconforming lots already can have Accessory Apartments, as long as the septic system is adequate; but this should be confirmed with the Planning Board.

28 Sunnyside Lane:

Evan Gorman confirmed, as noted in the COA discussion, that the work on 28 Sunnyside’s floor is complete, and – as per the original agreement – the tenant can now get a dog, as long as they conform to the requirements of the Housing Commission’s “Dog Policy”. There had been plans to also clean the apartment before the tenant returned from her stay at an Assisted Living facility, but the tenant elected to return a day early instead. The tenant is very happy about the new floor, and the smell that was so much of a problem is now largely gone. It is suspected that any remnant odors are due to the furniture in the unit, not the floor. It was decided to not rip up and replace the subfloor – there did not seem to be a good reason for doing so, and the amount of time it would have required to do so exceeded the one week window we had for the project. Therefore, a “floating floor” was installed instead, which can easily be replaced after the current tenant leaves.

65 Tower Road:

Keith Gilbert reported that he visited the site with the Town’s Water Department inspector. It was determined that the existing Septic system and drain field are about 550 feet from the Town well, a comfortable distance beyond the 400’ buffer required by the State. It was agreed that we will table discussion with regards to improvements or an expansion of 65 Tower Road for now, since it is likely the current tenant will be there for quite some time to come and there is no longer an urgent need to create additional Affordable Housing units in town.

75 Tower Road:

Evan Gorman stated that Gerry had gotten a quote for painting and rotten wood replacement at 75 Tower in the amount of \$5200. Gerry also got a quote of \$2200 for new gravel and the laying of pavers for 75A Tower Road’s sidewalk. (We had earlier asked Gerry to lay the pavers himself, but Gerry demurred, stating that having the contractor do so would result in a better quality job for less money.)

Evan Gorman made a motion to approve the painting and external repairs for \$5200, and the gravel/pavers work for \$2200. Diana Chirita seconded the motion. Vote was unanimous.

30A Sunnyside Lane:

Allen said that we are being sued by the tenant of 30A Sunnyside, who is claiming that injuries he suffered from slipping on ice while cleaning his vehicle were due to negligence on the part of the Town. The issue has been referred to Mary C. Day, who in turn has referred it to the Town's insurance company for resolution.

Evan also noted that the tenant of 30A Sunnyside has apparently abandoned a Van in his parking spot. The Van is not in drivable condition and may have expired tags. Evan was asked to investigate this issue further, with the goal of getting the Van repaired or removed from the premises.

Other Items

In lieu of time, most of the remaining agenda items (AAA Status Update, Tenant Re-certifications, the possibility of a HUD Overview visit) were set aside.

Oriole Landing Status Update

Allen said that his most recent information regarding the Oriole Landing project is that the developer (CIVICO) will come before the Planning Board at meetings in June and July, with the goal of breaking ground in September, so that the foundations can be completed before winter sets in. It was also noted by Diana that the COA has heard from many Seniors in town who are very much hoping they will be able to downsize and move into Oriole Landing when it is completed.

Meeting Schedule

The Commission members agreed we need one more meeting before the summer break, to review finances and contracts. It was agreed that the next meeting date (and last for the summer) will be Tuesday, June 26th at 7:30am. Bijoy Misra made the motion, it was seconded by Diana Chirita and approved unanimously.

The Meeting was adjourned by unanimous vote at 9:00am.

Submitted by Allen Vander Meulen III