

**Lincoln Housing Commission**  
**June 25, 2019 7:40 AM**  
**Donaldson Room, 16 Lincoln Road**

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

Also present: James Craig, Selectmen, Tim Higgins, Town Administrator and Elaine Carroll, Adm. Assistant

The meeting was called to order at 7:40 a.m.

**Regional Housing Services Office Discussion:** To begin with, Bijoy said he was upset that the Housing Coalition did not follow the agenda at the May 21 meeting and discuss the needs of each group for professional/technical assistance and wanted to know what the emergency is to join RHSO without knowing what each group's needs are. Tim said a contract between HC and RHSO is a tool to be used or not used. The best case is that all 3 groups are satisfied going forward and if any group is not happy we will know about it. If RHSO is not meeting the needs of any group, they would not use their services and not have to pay for it. James said the Housing Coalition will use CPA funds to pay for the services. Lincoln can also get out of the contract at any time. Diana said the biggest cost is for Lincoln Foundation and she is not sure you can use CPA funds for a private organization. Tim said it is legal for CPA funds if it is going towards affordable housing and would be used mostly for management but we also have 3 or 4 pockets of money to use on this. If the Housing Commission says yes, the process going forward is that it goes to the Selectmen for a municipal agreement, making sure that all 3 groups are happy with the perimeters we want to work with. If the groups are happy with what is outlined, it goes to the Selectmen for a vote and then to other towns to agree to have Lincoln joining again.

Diana gave a brief presentation and compared 3 situations: 1 is going with RHSO for \$57,500; Alternate Model 2 going with Metro West Collaborative for \$32,100; Alternate Model 3 would be having the Housing Commission do the work and get consulting support for \$31,400. The two alternate models would save the Housing Commission a significant amount of money. Did Tim look at other groups? Tim said that RHSO knows Lincoln and the projects we have. Tim read a letter from Pam Gallup which listed the reasons why Lincoln wanted to be part of the RHSO in the beginning and that a lot of those reasons still apply now. The reason Lincoln left RHSO was because the HC had developed enough expertise to go it alone. Diana would like to have a representative from Metro West Collaborative come and speak to the Housing Coalition. Tim said RHSO would bill for a minimum each year and if we used less that amount would roll over to the next year. If we used more we would be billed for that. James said what we would probably use is \$12,000 to \$15,000 a year. Allen asked if we would have the same voice as larger towns. Tim pointed out that we would have the same 1 vote as all other towns. Diana thinks that we should keep public money and private money separate. There will be an accountability to see if Lincoln Foundation is being used more. James said the need to update our data base is very important. We should be moving forward with affordable housing and not get bogged down with administrative tasks. We are coming up to a new fiscal year and will need to go before the CPC very soon for funds. The full cost will not be known until we know what services we will be using. Keith Gilbert made a motion to recommend that the Board of Selectmen negotiate with RHSO for a municipal agreement with the sum to be determined. Allen Vander Meulen seconded the motion. Diana Chirita made a motion to amend the previous motion by adding "without committing any money at this time". Allen Vander Meulen seconded the amendment. The vote to add the amendment was 2 for and 3 against. The amendment did not pass. The vote to approve the original vote without the amendment was 3 for and 2 against. James said this will be a collaborative process going forward until all 3 groups are happy with the scope of services.

**Future Review with SLPIC regarding Lincoln Station Zoning Bylaw:** Allen said he would like an in depth meeting between the Housing Commission and SLPIC regarding the zoning changes to Lincoln Station to be

put to a Town Meeting vote. We need to make sure that whatever is involved that there be some moderate income housing available but that we keep in mind the need to maintain over 10% on the SHI.

**Administrative Support Compensation:** The members discussed increasing the stipend for work done by staff for the Housing groups. The stipend would come out of the HC Revolving Fund. Tim said that paying overtime hours would not work since almost all of the additional work done is during normal working hours. This stipend was created in 2013 when the staff person's work load was increased to include doing agendas, attending meetings and doing minutes along with other duties. It has not been increased since then. Allen Vander Meulen made a motion to approve an increase in the stipend to \$4,500 a year to begin on July 1, 2019. Evan Gorman seconded the motion. The vote to approve was unanimous.

**Election of Chairman:** Keith said that he would be willing to stay on as Chairman at this time. Evan Gorman made a motion to approve the continuation of Keith Gilbert as Chairman of the Housing Commission. Allen Vander Meulen seconded the motion. The vote to approve was 3 for and 2 against. Diana said she has an objection that some members get shut down while guests are given as much time as they want to speak. Bijoy said we come here and spend our time and we get our discussions cut off sometimes. Evan said that there is a reason for a Chairman to run the meetings and set agendas so that everything gets done that is on the agenda. The members would like to look at the agenda prior to the meeting to see if they would like to add something.

**Recertifications:** Diana said that the recertifications for the 6 other units have to be done and could be \$200 to \$300 per unit. Allen Vander Meulen made a motion to approve up to \$2,000 for recertifications. Evan Gorman seconded the motion. The vote to approve was unanimous.

**Minutes:** Keith Gilbert made a motion to approve the minutes from the June 4, 2019 meeting as written. Allen Vander Meulen seconded the motion. The vote to approve was unanimous.

**Housing Commission Mission Statement:** We need to figure out what our mission actually is from founding documents and moving forward. We need to update the Housing Plan. Diana suggested that LF can go to Metro West Collaborative for help with the sale of units. We need to focus on creating affordable housing with the help of Pam Gallup.

**Emergency Funds for Repairs:** Evan requested a vote for any emergency repairs during the summer months in between meetings. Allen Vander Meulan made a motion to approve giving Evan permission to approve up to \$5,000 in funds for emergency repairs. Diana Chirita seconded the motion. The vote to approve was unanimous.

**Meeting Schedule:** The next meeting will be on August 6 at 7:40 a.m. and we should invite Pam as a consultant and revisit our action plan. The meeting after that will be September 10 at 7:40 a.m. to have a discussion with SLPIC to go over the zoning change in Lincoln Station.

At 9:10 a.m. the meeting was adjourned.

*Submitted by Elaine Carroll*