

**Lincoln Housing Commission
Regular Meeting Minutes
June 26, 2018, 7:30 AM
Donaldson Room, 16 Lincoln Road**

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

(Member unavailable: Bijoy Misra)

Also present: Elaine Carroll, Adm. Assistant

The meeting was called to order at 7:35 AM. Evan Gorman made a motion to approve the regular minutes from the June 5, 2018 meeting as amended. Diana Chirita seconded the motion. The vote to approve was unanimous.

HC Finances Review:

The members reviewed the updated revolving funds report from the Finance Department. Expenses seemed very high this year with some expensive repairs to the gas boilers at 65 and 75 Tower Road and replacing the rugs with flooring at 28 Sunnyside Lane. As voted on at the last meeting, the itemized bills from each contractor will be distributed to all commission members one week prior to each regular meeting for review and potential flagging of items for discussion. Since the HC has spent a considerable amount of money on repairs to the heating units at 65 and 75 Tower Road, Evan said he would again like to investigate a service contract for all units with Atlas, the company he has had a service contract with for years. He will discuss this with Atlas and with Gerry's help will take them around to each unit. He will get a quote from them to provide service/maintenance for all the units and come back to the HC with the information in September.

Review of Contract for Pam Gallup:

The members discussed the various contracts that the HC has with Pam and that the money spent may have exceeded the contract amount. The members agreed that Pam has worked efficiently and with compassion for the Town and have to trust her and continue to work with her. There will only be expenses for monitoring for the Affordable Accessory Apartment by-law now. Administrative support for AAA will probably only be needed when it starts up. There will be some time getting the word out but it should not be open ended. Should the HC tell Pam to stop working on the AAA for now? The HC needs to have a discussion with Pam to find out what she sees coming up in the next 6 months or so. Diana said she feels that Pam needs to continue working on the recertification for the tenants. The members will ask her to give them a summary of where she will be spending her time in the future and also let her know where she should be spending her time. Pam will have to have the report for the members for the September meeting.

Meeting Schedule

The next scheduled meeting will be on September 11 at 7:30 AM. There will be no meetings in July and August. At the September meeting, there will be a discussion about changes to the leadership roles.

At 8:20 AM, Evan Gorman made a motion to adjourn the meeting. Keith Gilbert seconded the motion. The vote to approve was unanimous.

Submitted by Elaine Carroll