

**Lincoln Housing Commission**  
**August 6, 2019 7:40 AM**  
**Room, 16 Lincoln Road**

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

(Member unavailable: Bijoy Misra)

Also present: Carolyn Bottum, Director of COA and Elaine Carroll, Adm. Assistant

The meeting was called to order at 7:42 a.m. Keith Gilbert made a motion to approve the minutes from the June 25, 2019 meeting as written. Allen Vander Meulen seconded the motion. The vote to approve was unanimous. The next meeting will be on September 10, 2019 at 7:40 a.m. in the Donaldson Room. The members welcomed Karoline Ryan who was interested in becoming a member of the HC to sit in on the discussion.

**Rental Assistance Program:** Carolyn Bottum came before the Commission to discuss a problem with the Rental Assistance Program. Carolyn said they were going to start publicity and getting applications out but now Ursula Nowak called to say that the Archdiocese is not willing to allow St. Vincent DePaul to monitor this program because it was outside what they do and were not sure their insurance would cover this. Carolyn has spoken to the director of Metro West Cooperative who is working with the Boxboro program and called them to start soon. The director will meet with her. Nothing has gone out yet so this can be changed. There would be a fee for their services to do initial publication and rate applications but Boxboro speaks with the applicant and help them fill out the applications, which the COA will do. Boxboro would have more applicants at a cost of \$3,900 but Lincoln would do some of the work and have fewer applicants. Carolyn is not sure who else can do this for us or if we could do it ourselves. Keith has a name and will e-mail it to her. She hopes to start the process soon. The applicant can be on the program for up to 3 years. It has taken a long time to get it off the ground because of Town approval and having to get the approval from Town Counsel. After it is in place, it will take less time going forward. She would like to have this run from July 1 to July 1 and will again ask for another \$30,000 from CPC in October. Diana felt that there are people in need now. It will take 3 months to get the application and approval but once it gets going it will work faster. To this point it was St. Vincent DePaul and the COA giving out money as needed, but the COA has had so many requests this year and put out so much money out that their funds are low. The CPC was told that all money would go to the needy and St. Vincent DePaul would do the work, but now there is a fee to pay and she was hoping that the HC would help with that. The HC will decide at the next meeting how much to approve. Evan was on the CPC when discussing allocating money for this but they wanted to see how the money is used. If we go back to CPC in fall without spending all the money there may be a snag in getting more.

**26 Sunnyside Lane:** The members discussed finding a way to help out the tenant with the rent but since both tenants are on the lease both of their incomes have to be counted, which makes the rent high. Recertification decides the amount of the rent.

**RHSO Core Services:** Keith wanted to know what we need going forward and does not know what the reporting requirements would involve. Diana felt that what the HC would need is recertification of the units. We were supposed to have 30 Sunnyside Lane recertified for the Home Program in Newton but the person she has been in contact with just started and was totally unavailable in late June and this is still an ongoing process. Keith asked Diana to figure out what HC would need from an outside group. Diana felt that the Commons has their own responsibility to report to DHCD and has hired someone to do that. We may need to give someone a call to make sure they are doing that. Lincoln Woods is also responsible to report to DHCD. Allen felt that we should also get these reports. Diana said Beth Rust does the reports and Pam would have known when that was done. Diana said the data base needs about 5 or 6 addresses to be added. Keith wanted to see this list when it is updated. Diana will give the list to Allen to update.

Diana felt that she should have been given time to look at different organizations that do the same thing as RHSO but she didn't get the same amount of time to talk about Metro West Collaborative as was given to others for presenting RHSO for consideration. She feels that Metro West should get the same attention with a person coming in for a presentation. Allen said that the RHSO presentation was because the Town, Lincoln Foundation and AHT were interested. We are under no obligation to use them and he is in favor of looking at Metro West. Allen Vander Meulen made a motion to approve inviting Metro West Collaborative to the September 10 meeting. Diana seconded the motion. The vote to approve was unanimous. Diana will coordinate with Jennifer Van Campen about attending the next meeting. The HC also needs to know what we need to do. The Housing Plan needs to be updated but Diana reminded the members that we do not need a Housing Production Plan.

Allen asked Keith to coordinate with James Craig to arrange a joint meeting in order to have SLPIC come in and go over the proposed zoning changes at Lincoln Station in either September or October.

At 8:30 a.m. Keith Gilbert made a motion to adjourn. Evan Gorman seconded the motion. The vote to approve was unanimous.

*Submitted by Elaine Carroll*