

Lincoln Housing Commission
Regular Meeting Minutes
October 9, 2018, 7:40 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: Pam Gallup, Housing Coordinator; Carolyn Bottum, Director, COA; and Elaine Carroll, Adm. Assistant

The meeting was called to order at 7:45 AM. Evan Gorman made a motion to approve the minutes from the September 11, 2018 meeting as written. Keith Gilbert seconded the motion. The vote to approve was unanimous.

COA – Transitional/Emergency Housing:

Carolyn Bottum distributed copies of the CPC application to the members present. Carolyn Bottum wrote the proposal with input from Allen, Diana and Pam. The proposal has been submitted to CPC. Now we wait to hear their thoughts and schedule an interview. The proposal requests funding for FY20 and FY21 in the amount of \$30,000 for each year. If CPC approves the proposal the project will be voted on at Town Meeting 2019.

The next step is to develop policies and procedures for the distribution (if approved by Town Meeting). Carolyn distributed a handout with some preliminary thoughts on the process. Eligibility guidelines will be set up similar to the Emergency Assistance Fund guidelines: person or family is receiving services or aid from a Federal or State program. The plan is to have the Emergency Committee to vet the clients and the Housing Commission will approve. There was a discussion on how to streamline the process. After discussion it was decided that a member of the Housing Commission should sit on the Emergency Committee and have the authority to approve the expenditure. Carolyn will send the proposed policies and procedures to town council for review and comment.

If approved the funds would go directly to the housing provider. Instead of saying it is a loan or grant that needs to be paid back, it could be suggested that they make a donation to the Emergency Assistance Fund. The COA would work with them to get them back on their feet and on some assistance program. Because of the billing cycle for the Town, this could take up to 3 weeks for the funds to be available. If it is for Lincoln Woods, they can call and tell them the check is on the way. We also can work with St. Vincent DePaul who has funds available and can pay them back. The HC may wish to set limits on how much and how often one household may use CPA rental assistance funds. The EAC suggests that each household be eligible for \$3,000 worth of support per fiscal year, with a lifetime limit of \$10,000 and may be raised with the cost of inflation as defined by annual percentage increase given to Social Security recipients. Households would only be eligible to receive assistance for 3 months in any calendar year. After that, they may request that their situation be reviewed and they may receive an additional 6 weeks of assistance. Diana felt that this does not seem like emergency housing anymore, but people could be put up in a hotel for a couple of months. The EAC meets when needed and Diana should be the HC representative. Carolyn will ask EAC and Tim Higgins for Selectmen if they have any objections to a HC member on the board. The CPC will want to make sure everything is legal in case questions come up at Town Meeting. Carolyn will have a flow chart on the final version.

LIP Agreement with CIVICO:

The LIP Agreement and Deed Restriction agreement will need to be signed by someone on the HC and may need to be done quickly. These two documents will be signed by DHCD, CIVICO and the Town. A packet has been sent to DHCD by FedEx but without signatures in case they come back from DHCD with amendments.

Kathleen O'Donnell would look them over to be sure these amendments are okay with the Town. Allen Vander Meulen made a motion to authorize Keith Gilbert or Evan Gorman to sign the LIP Agreement and Deed Restriction on behalf of the Housing Commission. Diana Chirita seconded the motion. The vote to approve was unanimous.

Leadership and Task Assignments for the Coming Year:

The members went over the list of tasks and the following assignments were given out to the members:

Chairman - Keith Gilbert; Vice Chair - Evan Gorman; Financial Reports - Bijoy Misra; Tenant Liaison - Evan Gorman; Building Maintenance - Evan Gorman; Payment of Invoices - Allen Vander Meulen and Evan Gorman; Affordable Housing Trust - Diana Chirita; LUQC Meeting - Keith Gilbert; HOW Group - Bijoy Misra; CPC - Evan Gorman; COA - Diana Chirita; SLPIC - Allen Vander Meulen; Emergency Assistance Committee - Diana Chirita

Keith Gilbert made a motion to approve the administrative tasks as assigned. Evan Gorman seconded the motion. The vote to approve was unanimous.

HC Finances Review:

Elaine will notify Veronica Phillips in the Finance Department to send all HC monthly budget report to Keith and Bijoy instead of Diana.

Updates:

LUQC Meeting: Allen said the group discussed the need for more coordination between the other land use groups when needing approvals before a building permit can be issued.

SLPIC: Allen said there are new signs around Town and a new sidewalk in front the former bank. SLPIC has discussed taking municipal control of the septic plan at Lincoln Woods and looking into expanding the development. They were approved by the State for a \$500,000 grant to study changes to the MBTA by making both train stops at the same location and make it handicap accessible to keep the station open. They are also looking into an auto-parking system for the commuter parking area.

Tenant Updates:

It has been reported that one of our tenants is having trouble paying the rent. Evan Gorman made a motion to have Pam and Diana work with the tenant and go over the tenant's finances to see if the rent should be lowered. Keith Gilbert seconded the motion. The vote to approve was unanimous.

Meeting Schedule:

The next meeting will be on Tuesday, November 6 at 7:40 AM.

At 9:10 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