

**Lincoln Housing Commission
Regular Meeting Minutes
November 6, 2018, 7:40 AM
Donaldson Room, 16 Lincoln Road**

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

Also present: Pam Gallup, Housing Coordinator; and Elaine Carroll, Adm. Assistant

The meeting was called to order at 7:40 AM. Keith Gilbert made a motion to approve the minutes from the October 9, 2018 meeting as written. Evan Gorman seconded the motion. The vote to approve was unanimous.

COA – Transitional/Emergency Housing:

Diana said the COA wrote a request for CPA funds but the form required some amendments and Diana, Allen and Pam met Carolyn Bottum to go over the application and were introduced to John Dorr, COA Social Work Intern. The request has been filed with the CPC who wants to consult with Town counsel to find out if CPA funds can be used for this purpose. We now need to just wait and lobby for this, which has to go through Town Meeting. The CPC will invite Carolyn and Diana to a meeting at some point. Keith said it is his understanding that if there is an emergency situation for housing that St. Vincent DePaul would put up the funds and get reimbursed by the CPA funds. This program would help people behind in their rent and in need of some help or in need of emergency housing. The Housing Commission is not in charge of who gets the funds but it is decided by an Emergency Assistance Committee. The AHT and HC voted to support the COA in this project, which will help during Town Meeting.

Review of contracts for Pam Gallup:

The members went over the various contracts for Pam including the Affordable Accessory Apartment contract for \$34,900, the \$14,000 contract for Housing Coordinator and there is also an oral contract with the AHT for \$10,000. Pam said that the AAA contract is pretty much done except for the problem with the tax exempt part of it which was not approved by the Legislation, which is why nothing has been submitted to DHCD yet. Pam said that the oral contract with AHT is separate and is not a valid discussion here. Pam also said that a few months ago she suggested that the HC ask for CPA funds for the Housing Coordinator's fee. Pam said in the future the HC should talk about what the revolving fund can do. The revolving fund cannot create affordable housing but can direct policy in Town which is the Housing Commission's area of expertise. Pam agreed that she would not exceed \$14,000 under the Housing Coordinator contract in billings to the Housing Commission annually, and that she would make it part of her tasks as Housing Coordinator to self-regulate her billings, and use her time judiciously such that she does not exceed the \$14,000 annual contract sum.

Diana Chirita made a motion to approve the termination of the Affordable Accessory Apartment contract and whatever tasks for AAA that may come up in the future can be put into the Housing Coordinator's contract. Evan Gorman seconded the motion. The vote to approve was unanimous.

Diana Chirita made a motion to approve the renewal of the Housing Coordinator contract to June 13, 2019 for not more than \$14,000 for that term and with the understanding that no more than \$9,000 is to be spent from November 6, 2018 to June 13, 2019. Evan Gorman seconded the motion. The vote to approve was unanimous.

HC Finances Review:

This will be tabled until the December meeting when Bijoy will report on the revolving funds finances, which are the only ones the HC is concerned with.

Tenant Updates:

Diana talked to the tenant at 26 Sunnyside Lane. The rent is now up to date and there is no program where the rent can be lowered. Diana talked to Carolyn and Abby at the COA and was informed that they will have a social worker after January 1, 2019 who will work with the tenant. There was a question as to whether that property could be taken off the SHI and we could charge what we wanted, but Pam said the HC cannot take it off the SHI because CPA money was used to build that property. The rent certifications will be done with 30 Sunnyside Lane first on the list since the renovations were done with HOME funds and the recertification needs to be sent to HOME. The recertifications need to be done every year. Keith expressed an interest in seeing the finished completed forms for the recertification of 30 Sunnyside, which Pam said she would provide him once they are complete.

McCart Property:

Diana went to the ZBA meeting on Nov. 2 and said the ZBA was impatient with this because it has been renewed several times. The two McCart daughters plan to start construction in a couple of months and will need to install a sprinkler system. They will be adding 4 more units for a total of 8, which will all be on the SHI. The ZBA approved a one-year extension from December, 2018 to December, 2019. Diana told the ZBA that the HC approves this project. Pam said the AHT will be paying for the lottery for the two affordable units, which is about \$10,000. Diana will bring this up at the next AHT meeting.

Oriole Landing:

Pam said the closing is being held up because Verizon has to sign off on the easement and has not done so yet. Hopefully the closing can take place before the easement is signed. CIVICO has submitted the building permit application with the fee and has paid the \$75,000 water fee. The building permit cannot be written until CIVICO owns the property.

Meeting Schedule:

The next meeting will be on Tuesday, December 4 at 7:40 AM.

At 8:45 AM, Diana Chirita made a motion to adjourn the meeting. Evan Gorman seconded the motion. The vote to approve was unanimous.

Submitted by Elaine Carroll