

**LINCOLN HOUSING COMMISSION - Final
MEETING MINUTES
Virtual Format
Thursday, February 5, 2026, 7:00 pm**

Members present via Zoom: Rachel Drew – Co-Chair; Neil Feinberg – Co-Chair; Donald Fonseca; and Terry Perlmutter.

Also present: Peggy Elder, Lincoln Housing Commission Administrator; Abigail Butt (Council on Aging & Human Services); and Jennifer Glass (Select Board).

Absent: Julie Brogan; Jena Salon; and Mollye Lockwood.

Co-Chair Rachel Drew called the meeting to order at approximately 7:03 pm as a virtual meeting. Pursuant to Governor Healey’s signing of SD2734, extending authorization to hold remote and hybrid meetings until June 2027, this meeting was conducted as a remote meeting, providing the public with the opportunity to participate remotely.

1. Public Comment Period

- No public comments were offered; the only non-member attendee was scheduled on the agenda.

2. Guest Presentation – COA&HS / Emergency Rental Assistance (Abigail Butt)

- Abigail Butt provided an overview of the Town’s emergency rental assistance work and discussed common administrative and legal considerations (e.g., documentation requirements, income changes, and tenant communication).
- Abigail noted the Community Preservation Commission (CPC) approved the Lincoln Rental Assistance Program request and discussed next steps related to Town Meeting consideration.
- Commission members discussed tenant confidentiality and referral pathways; Abigail described how COA&HS can assist when tenants provide permission for coordination.

3. Tenant Updates

- Recertifications: 4 of 7 households had completed annual recertification and received updated rent determinations (two slight increases and two slight decreases). Two additional households had begun the process; one household had not started.
- The Commission discussed the importance of completing recertifications at least one month prior to lease renewal to avoid interim rent complications and to ensure lease compliance.
- Rent arrears / Unit #2: The Commission reviewed the ongoing rent delinquency and lack of communication from the tenant in Unit #2. Certified letters were sent to residents with outstanding issues; the Commission confirmed delivery and discussed next steps, including a more formal notice regarding non-renewal and/or possible eviction proceedings if noncompliance continues.

- Commission members discussed the need for standardized internal procedures (templates and documentation) to ensure consistent and equitable handling of late rent and recertification issues.

4. Maintenance Updates

- Maintenance Coordinator transition: The Commission noted the current month-to-month arrangement while the maintenance coordinator RFP process proceeds. The RFP has been posted; members were encouraged to share the posting with potential candidates.
- Stove replacements / gas-to-electric conversion: One electric range installation at 75 Tower Road was completed; the second unit for 65 Tower Road had arrived and was awaiting required electrical work prior to installation.
- Exterior painting: The painting RFP was discussed; members anticipated receiving bids for review at the next meeting. The RFP specifies that painting must be full coverage (not spray-only).
- FY27 CPC request: The Commission noted CPC support to include the Commission's FY27 request in the CPC recommendation for Town Meeting and discussed the ability to begin work promptly if approved.

5. Housing Action Plan – MAPC Proposal Review

- The Commission reviewed MAPC's proposal to develop Lincoln's Housing Action Plan. The proposal cost was discussed (approximately \$89,000), including MAPC's pursuit of supplemental grant funding to avoid additional Town funds beyond the existing CPC allocation.
- Commission members raised concerns about process continuity within the subcommittee and requested additional time to review the proposal against state requirements and the subcommittee's earlier draft scope.
- Next steps: Donald will share a summary of state requirements and his review notes with the Commission. Neil will connect with Donald and Jena to reconstitute the subcommittee, seek additional clarification from MAPC (including references from other communities), and report back. No vote was taken.

6. Lease Template Review

- The Commission reviewed Julie Brogan's updated lease template and discussed items for refinement prior to sending to Town Counsel for review.
- Deposits: Members discussed the inclusion of first month, last month, and security deposit requirements and how deposits may be applied in cases of early vacancy or rent arrears.
- Recertification and remedies: Members discussed clarifying language on consequences for failure to recertify, including potential rent adjustments to market rate and/or non-renewal.
- Termination and notice provisions: Members identified several cross-references and wording items to confirm (e.g., paragraph references, notice periods, and definitions for terms such as tenant control).

- Non-performance / modifications clause: Members discussed adjusting the notice period for lease modifications (60 days vs. 30 days) in light of upcoming renewal timelines and the need for a compliant implementation approach.

7. Administrative Items

- Approve Minutes of Last Meeting (January 2026): Neil made a motion to approve the January meeting minutes. Rachel seconded. The motion was approved unanimously by roll call vote: Terry – aye; Neil – aye; Donald – aye; and Rachel – aye.
- Adjourn: Neil made a motion to adjourn. Terry seconded. The motion was approved unanimously by roll call vote: Terry – aye; Neil – aye; Donald – aye; and Rachel – aye.

The meeting adjourned at approximately 9:33 pm.

Submitted by Peggy Elder

Approved 03/15/26