

**LINCOLN HOUSING COMMISSION**  
**Minutes**  
**Wednesday, March 2, 2022 7:00 p.m.**

**Members present via Zoom: Allen Vander Meulen, Chair; Evan Gorman, Vice Chair; Rachel Drew;** *Absent: Victoria Benalfew; Rakesh Karmacharya. **Also present:** Elaine Carroll, Housing Commission Administrative Assistant; Terry Perlmutter, COA&HS Liaison; Belinda Gingrich and Michael Moodie of the Lincoln Green Energy Committee. Abigail Butt, COA&HS Director, joined the meeting at 7:30pm.*

*The meeting was called to order by Allen Vander Meulen, Chair, at 7:03pm as a virtual meeting pursuant to Gov. Baker's March 12, 2020 order, as extended on June 15, 2021 with the Governor's signing of Senate Bill #2475, suspending certain provisions of the Open Meeting Law.*

**1. New Liaison from COA&HS, Terry Perlmutter**

The Commission welcomed Terry, as our Liaison from the Council on Aging & Human Services. Terry is a 37 year resident and Realtor here in town; a social worker by training, and very interested in affordable housing and in the social service needs of the community.

**2. Furnace & Heating Systems / Lincoln Green Committee**

Belinda described the work of the Lincoln Green Energy Committee, including the benefits and guidelines for the new Mass Saves program. There are incentives for lower income homeowners that qualify. A variety of incentives and scenarios where these incentives could be of benefit were discussed. Since our tenants do pay for their own utilities, we must do some analysis to ensure costs remain reasonable for them.

Evan observed that in addition the ancient gas boiler at 65 Tower, we have very high maintenance costs for the gas boilers at 75 Tower. These incentives could eliminate these maintenance issues & costs – “killing two birds with one stone” – as well as provide A/C, which some of our tenants have expressed a need-for.

*Evan will call Belinda to get more details; and Allen will forward the information he has already received to Evan.*

**3. Status Updates: Maintenance & Tenant Issues**

*COA&HS Director Abigail Butt joined, and Michael and Belinda left the meeting at this time.*

- a. Abandoned vehicles: Allen reports Dan P. forwarded our draft letter and plans to the town's legal counsel. We hope to hear back in time for next month's meeting.

Getting the vehicles operational is very unlikely given the expense. The tenants know the COA&HS will help with repair or disposal, but none have asked for help.

- b. 28 Sunnyside: Gerry is ensuring the tenant's ramp is free from ice and snow. The Girl Scouts provided a bucket of salt+sand. Moving the mailbox to be next to the tenant's door was approved by USPS. The neighbor agreed to a fenced area for the dog. Gerry has purchased the fenceposts, the fencing itself is backordered. The tenant is eager to

play with her dog outside. So, a gate for wheelchair access is part of the plan.

- c. Other: Evan met at 75 Tower Rd with Michele Grzenda, Lincoln's new Director of the Conservation Department. They could not see the issues due to snow cover and will reconvene with Allen in a few weeks.

Abigail reports the Selectboard approved all of the COA&HS ARPA requests, including a request for a \$1500 grant towards the housing costs of each tenant who received money from the Lincoln Emergency Rental Assistance fund between 3/1/2020 and 2/28/2022. These funds are paid direct to the landlords. Three tenants qualify, so we will see a \$4500 reimbursement.

There may be a second round of ARPA grants later this year. Evan will prepare to apply for landscaping and repairs at 75 Tower, and possibly for the Heating System upgrades discussed at the beginning of the meeting.

#### 4. SLPAC & Diversity

- a. DHCD / Housing Choice Act Guidance: Rachel reports SLPAC, the Planning Board, and Select Board have all reviewed the DHCD's Draft guidance: it is untenable as written. A response has been drafted underlining our commitment to the legislation's goals and suggesting ways of making it workable for smaller towns. The chairs of several different bodies in town, including the Chair of the Lincoln Housing Commission, have been asked to sign the response letter.

Evan moved that the Housing Commission endorse Allen's signing of the response letter. Rachel seconded. Roll Call Vote: Evan – aye; Victoria – aye; Rachel – aye; Allen – aye. The motion passed unanimously. **Allen will inform Paula that the motion has passed and will arrange with her to sign it.**

- b. Mission Statement: The Commission reviewed Rachel's draft Mission Statement is ready to be shared with the Housing Trust and Select Board. The draft Mission Statement is as follows:

*"The Lincoln Housing Commission is a welcoming and inclusive group that works to ensure a range of diverse housing options are available in town to meet the current and future needs of Lincoln residents. We fulfill this mission by: developing and promoting policies, programs, and regulations that preserve and/or increase housing that addresses such needs; maintaining Lincoln's inventory of housing affordable for low- and moderate-income households in compliance with state policy; and supporting town, regional, and state housing goals. The Housing Commission also administers Lincoln's town-owned rental housing units.*

Rachel contacted Select Board member and Housing Trust Chair James Craig regarding protocol for enacting this. He said there is no formal process but asked that the Select Board and Housing Trust be consulted. **The commission agreed Rachel should present the current Draft of the Mission Statement to the Select Board and the Housing Trust for review and comment.**

- c. Enlarging Housing Commission – Status Update: Jennifer Glass is very supportive of the proposal of adding two seats. We’ve missed the deadline for this year’s town meeting. Jennifer added it to Tim Higgin’s list of potential items for the future.

The Commission discussed whether we should create a Liaison from Affordable Housing in advance of the hoped-for approval of an appointed (and voting) position at the 2023 Town Meeting. It was agreed we prefer having such a voice sooner than later, even though they will be unable to vote in the near term. ***Rachel will work with Allen to draft a letter asking Jennifer Glass and James Craig (or whoever replaces him) for their help and guidance in doing so.***

#### 5. Tenant Recertification

Victoria reports Lara is working currently on utility allowances based on Wayland’s schedules (per usual practice). One tenant has not turned in their paperwork yet, Elaine reports they promise to provide it in soon.

#### 6. Finances

Allen shared his “Revolving Fund Balance Spreadsheet.” We expect a drop in the fund due to the 30 Sunnyside work but expect most of those costs will be covered by insurance.

#### 7. AAA Status Update

Liz Rust of the RHSO reported via an email to Allen that work has begun, consisting mostly of preparing the marketing materials. She hopes to provide a draft of the materials to us by March month end for discussion of open questions and confirmation of the description.

#### 8. COVID and Continuing Remote Participation

The State has extended the relaxation of Open Meeting Law to allow virtual meetings through mid-July. So, our first “in person” meeting will likely be the first week of August. The State will likely allow some form of hybrid meetings in the future.

#### 9. Approval of Minutes

Evan moved to approve the minutes as written. Rachel seconded. Roll Call Vote: Evan – aye; Victoria – aye; Rachel – aye; Allen – aye. The motion passed unanimously.

#### 10. Next Meeting

The commission and Terry agreed that our regular meeting schedule (7:00pm the first Wednesday of each month) will remain unchanged. Our next meeting is April 6 at 7:00 pm

#### 11. Adjourn

Rachel moved to adjourn. Evan seconded. Roll Call Vote: Evan – aye; Victoria – aye; Rachel – aye; Allen – aye. The motion passed unanimously. Meeting was adjourned at 8:45 pm.

*Approved: April 6, 2022*