

Lincoln School Apartments
Board of Managers
February 24, 2020

Members Present: Gretchen Condon, Dave Ellison, Amy Farrell. Also Present: Craig Chisholm, Tom Shepherd.

A quorum being present, Mr. Ellison called the meeting to order at 6:30.

The Minutes of January 27, 2020, were corrected by a change to the estimated total unit window cost from \$475,000 to \$675,000. Minutes accepted as corrected.

The recent boiler problem was discussed. Corcoran has called in Wilkinson Co., a plumbing/heating contractor in Rockland so response time will be shorter. Ms. Farrell asked about an emergency response/evacuation plan. This could be discussed with the Town. Corcoran was asked to create a draft.

The management report was presented. Income is now on target. There are some discrepancies due to timing issues. Bookkeeping will now be spread monthly, instead of quarterly. Ms. Farrell asked how the Town gets information about LSA performance. She asked for monthly reports to be sent to the Treasurer.

There was discussion of LSA debt. We are some years from complete repayment. Mr. Ellison mentioned that once the debt is repaid, the asset might be used to leverage more housing.

Our architect is now working on the window RFP with the Town engineering department. Time is running short, because the common area window plans are taking longer.

The Management Contract RFP will come from the selectmen by June.

Longtime resident survey was distributed (and is attached). Inspections have been conducted. Mr. Ellison asked that management should particularly watch the age of appliances.

The members discussed the upcoming CNA which will be due in 2021. This may point out some quality of life issues.

A resident suggested increasing the fee for private use of the community room and restricting the hours permitted. The board members agreed that perhaps the fees could be increased. Resident holiday parties are now catered by Roche Bros. since health regulations restricted in-house catering.

Mr. Ellison adjourned the meeting at 7:30.

The next meeting will be March 30, 2020 at 6:30.

Respectfully submitted,

Gretchen Condon, Secretary