

**Lincoln School Apartments**  
**Board of Managers**  
**January 4, 2021**  
**Virtual Meeting**

Members Present: Gretchen Condon, Greg Doble, Dave Ellison, Amy Farrell. Also Present: Kathleen Amonte, Craig Chisholm, Mark Coughlin from Strekalovsky Architects, Bill Ramsey.

A quorum being present, Mr. Ellison called the meeting to order at 6:35.

The Minutes of 11/30/2020 were approved on a motion by Ms. Farrell, seconded by Mr. Doble.

The window project was discussed. Mr. Coughlin said that a 8-12 week period would be needed for window fabrication, and there would probably be a 10% price increase. The timing was discussed. Ads would be placed in February, then 4-6 weeks later bids and filed sub-bids would be received. The Town would review in April and then installation could begin in September. Depending on conditions, there would be some winter installation. All told this would take about a year. Also, this does not include any COVID considerations.

Ms. Farrell said that because of price increases, we shouldn't wait another year. The wild card in all this is the property behind the building that is now for sale to the Town and may be wanted for an addition. We won't know until after next spring's Town Meeting. Mr. Ellison is inclined to wait on the windows for another year. Ms. Amonte said that plans for this property are very speculative. Ms. Farrell stated that the extra cost to delay would be problematic. Mr. Coughlin said that that if there's a problem, we could hold the bids over the winter and start in the spring. Mr. Doble agreed that we should go ahead with the window project. We could always delay some of the work until 2022. He added that all contractors are holding to clauses in contracts to prevent the spread of COVID. Mr. Ellison thanked Mr. Coughlin for attending and said that the Board seems to be in consensus to proceed.

Mr. Chisholm presented the management report. Rental income is good, even though apartments are vacant longer because of the pandemic.

COVID costs are ongoing. Building insurance is lower than expected. Maintenance has been replacing carpeting with plank flooring. Real estate taxes are down. The cost on elevator issues is now about \$27,000. We received \$13,000 from MA Housing to cover some COVID costs. Because of lower debt costs and higher rental subsidy we will probably have a surplus around \$600,000 in FY21. Ms. Farrell asked about tenant receivables per the HUD contract. Mr. Chisholm will get answer for next month. Armand Ivy is the new maintenance person.

The Board members questioned how the residents will receive the COVID vaccination in Phase 2. Ms. Condon will check with the Senior Center.

The members questioned the need for a camera in the elevator after all the problems. The cost would be @\$6,000. It would be a one time cost.

A resident spoke of many people breaking the COVID rules during the holidays. She asked that a notice be sent to all residents repeating the rules.

Ms. Amonte announced that the Affordable Housing Trust is sponsoring a meeting this Wednesday on affordable housing and all are invited.

Mr. Ellison mentioned the process in order to access the \$1,000,000 loan from the Town. The request goes to the Housing Trust and then to the Selectmen. Bid numbers would be needed before the process begins.

Mr. Ellison adjourned the meeting at 7:45.

The next meeting will be December 14, 2020 at 6:30.

Respectfully submitted,

Gretchen Condon, Secretary