

Lincoln School Apartments

Board of Managers

June 28, 2021

Members Present: Gretchen Condon, Amy Farrell, Dave Ellison, Janet McNulty. Also Present: Kathleen Amonte, Craig Chisholm.

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

The Minutes of 5/24/21 were approved as distributed.

Mr. Chisholm presented the operating report. YTD rent is on target. The miscellaneous income line is over because of the Comcast payment. Renting expenses are over because of advertising for the waiting list. Total operating expenses are under by \$8,600. We are still paying COVID expenses including extra cleaning and trash pickup. There has been no response from our bank about the fees. We could look around for better terms.

The window project was discussed. Mr. Ellison stated that we are now ready to release the RFP and will be checking with the architect about the next steps. Ms. Farrell said that since the board has approved the release, we should be able to start. Mr. Ellison mentioned that board leadership is now in transition. A resident present spoke of the need for the windows. Ms. Farrell said that she would like to be part of a board group to urge the Town to expedite this process. Mr. Ellison said that we will need a project manager, because this project will be huge, messy, expensive and disruptive. Residents need to be prepared. Timing will be crucial.

Ms. Farrell spoke about the Capital Needs Assessment. The last one was issued in 2016: should be time for a new assessment.

The new security cameras were discussed. The cost will be \$3,000 for three at each outside door. This is for resident security. Ms. Farrell moved to purchase these cameras. Motion seconded by Ms. McNulty and approved.

The additional COVID trash pickup was discussed. Ms. Farrell moved to continue extra trash pickup, but stop extra cleaning. Ms. Condon seconded and the Motion was approved.

A resident reported that someone was knocked down by the community room door opening. There is no window on the door to see if someone is there. Mr. Chisholm will look into this. Several residents complained about heat in the hallways.

Ms. McNulty has resigned from the board. She was thanked for her service.

The meeting adjourned at 8:00.

The next meeting will be June 26, 2021 at 6:30.

Respectfully submitted,

Gretchen Condon, Secretary