



LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

DATE: May 12, 2025
TIME: 6:30 PM
PLACE: Remote Meeting via Zoom

Board Members Present: Matt Dillis, Chair
Elizabeth Cullen
Connor Fallon
Jack Falvey

Corcoran Management: Erin Gallaher, Corcoran Regional Property Manager

Staff Present: Jennifer Oram, Zoning Administrator
Donna Thompson, Land Use and Development Coordinator

Call to Order:

At 6:34 PM Matt Dillis called the meeting to order and read the Open Meeting Law Statement.

Welcome New Member:

M. Dillis welcomed Jack Falvey to the Board.

Approve Minutes – March 31, 2025

MOTION: C. Fallon moved to approve the meeting minutes for March 31, 2025
SECONDED: E. Cullen
ROLL CALL VOTE: E. Cullen, aye; C. Fallon, aye; M. Dillis, aye.
3-0 MOTION CARRIES

Property Management Report:

E. Gallagher reported the following:

Review of Financials:

- April income was on target, with one vacancy. Property is currently 100% occupied.
- Gas expenses are high; however, all other expenses are on target.
- Cash flow reserves were returned to the account in April.

Additional Capital Improvements Project Discussion:

ADA Signage

D. Thompson reported the following:

- D. Thompson will work with Corcoran staff work to identify existing signs and locations for signs and prepare RFP for ADA signage upgrade at LSA by next meeting.

Preparation of scope for interior renovations

J. Oram reported the following:

- Staff met with Corcoran in April to evaluate LSA common areas.

- Corcoran will prepare a scope of work for consideration by the Board.

B. Jarvis joined the meeting at 6:43 PM.

Unit 109 Leak

M. Dillis reported the following:

- Two bids were received for exterior repairs.
- Staff vetted the lowest bidder.
- A third party inspection is recommended to insure quality work.

MOTION: B. Jarvis moved to **award the contract for mortar repair work at 86 Central Street, the Lincoln School Apartment's, for the area impacting Unit 109, to DeMelo Construction Services Corp. The winning bid submitted by DeMelo Construction Services Corp. is in the amount of \$12,900.**

SECONDED: C. Fallon

ROLL CALL VOTE: B. Jarvis, aye; E. Cullen, aye; C. Fallon, aye; J. Falvey, aye; M. Dillis, aye.

5-0 MOTION CARRIES

MOTION: B. Jarvis moved to **authorize Town Staff to engage with a third party, to inspect the mortar repairs when completed by DeMelo Construction Services Corp. The cost of such inspection should not exceed \$2,000.**

SECONDED: C. Fallon

ROLL CALL VOTE: B. Jarvis, aye; E. Cullen, aye; C. Fallon, aye; J. Falvey, aye; M. Dillis, aye.

5-0 MOTION CARRIES

Wi-Fi Upgrades

There was no update.

Cell Service

E. Gallagher reported the following:

- Corcoran IT person is still awaiting a return call from Verizon.
- Update should be available by next meeting

Reorganization of the Board

M. Dillis reported the following:

- M. Dillis will need to step back from Chair position. He asked for nominations for Chair and Vice Chair.

VOTE:

MOTION: M. Dillis moved to **Nominate E. Cullen as Chair**

SECONDED: C. Fallon

ROLL CALL VOTE: B. Jarvis, aye; E. Cullen, aye; C. Fallon, aye; J. Falvey, aye; M. Dillis, aye.

5-0 MOTION CARRIES

VOTE:

MOTION: M. Dillis moved to **Nominate C. Fallon as Vice-Chair**

SECONDED: B. Jarvis

ROLL CALL VOTE: B. Jarvis, aye; E. Cullen, aye; C. Fallon, aye; J. Falvey, aye; M. Dillis, aye.

5-0 MOTION CARRIES

Other Building Concerns:

J. Falvey reported the following:

- There have been complaints about noise and pollution from lawn care equipment, particularly two-cylinder leaf blowers.
- J. Falvey asked E. Gallagher to ask the lawn care company if they had a plan to convert to battery-powered

Erin will follow up with the lawn care company and Corcoran's hear arborist and report back next month.

Public Comment:

Lonnie Cutler reported the following:

- L. Cutler congratulated the new Chair, E. Cullen, and Vice-Chair, C. Fallon, and J. Falvey for joining the Board.
- LSA carpets were cleaned and look better.
- Mail delivery is still erratic.

Al Chambers reported the following:

- A. Chambers contacted MBTA and asked them to update the signage and to put in a sheltered waiting station at the bus stop.
 - A. Chambers will provide MBTA contact information to Corcoran staff.
- The "clam-shell" entrance at the front of the building doesn't appear as if it's a front entrance. He suggests:
 - Relining the striping in the front parking area
 - Making the "clam shell" one way
 - Adding stop signs
- A. Chambers would like to see LSA BOM move forward with plans for an addition to bring more senior housing to the community.

E Gallagher reported the following:

- E. Gallagher will evaluate front entry area for inclusion in upcoming paving upgrades and line striping.

M. Dillis reported the following:

- LSA Board of Managers is aware of the needs at Lincoln School Apartments and in conjunction with the Town is working to identify solutions.

Administrative:

Next Meeting is Monday, June 23, 2025 at 6:30 PM.

Staff will create a web page for LSA meeting documents over the next month.

Adjournment

MOTION: **C. Fallon moved to adjourn the meeting at 7:14 PM.**

SECONDED:

E. Cullen

ROLL CALL VOTE:

B. Jarvis, aye; E. Cullen, aye; C. Fallon, aye; J. Falvey, aye; M. Dillis, aye.

5-0 MOTION CARRIES

Meeting Documents

1. Agenda LSA Board of Managers 5-12-25 FINAL
2. 2025.03.31 - LSA BOM minutes DRAFT
3. 094Investor04.2025
4. Balance_Sheet_1 (16)
5. Balance_Sheet_1 (17)
6. DEMELO Bid Bond Letter
7. DEMELO Certificate of Authority
8. DeMelo_Construction_Services_Corp-_References (1)
9. Derek L Masonry LLC References docx
10. DEREK MASONRY Certificate of Insurance
11. DEREK MASONRY hinghambid
12. DEREK MASONRY HinghambidWord
13. IFB-Buildings-LSS4125-DeMeloConstruction Services Corp-2025-04-22-08-11
14. IFB-Buildings-LSS4125-Derekleider masonry llc-2025-04-22-08-47