



LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

DATE: September 29, 2025
TIME: 6:00 PM
PLACE: Kersey Community Room
Lincoln School Apartments
86 Central Street
Hingham, MA 02043

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

Corcoran Management: Erin Gallaher, Corcoran Regional Property Manager
Maricell Navarro, Corcoran Property Manager

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

Call to Order:

At 6:00 PM Elizabeth Cullen called the meeting to order and read the Open Meeting Law Statement.

Property Management Report:

Review of Financials:

E. Gallagher reported the following:

- Finances are stable.
- Expenses are mostly under budget due to higher occupancy rates.
- Gas expenses up but will be offset by a large National Grid credit expected to cover this year.
- No major unexpected financial issues.

HUD:

E. Gallagher reported the following:

- Residents were sent a HUD memo that reflected five-year market rate rent increases.
- This will give more income to LSA, but will not affect residents' rents.

Budget Schedule – Update

J. Oram reported the following:

- The LSA budget needs to be updated annually.
- Staff, in conjunction with Corcoran, will prepare a draft budget to be presented at the next BOM meeting.

Budget Schedule – Update

J. Oram reported the following:

- The management agreement between LSA and Corcoran was renewed two years ago, with the possibility of extending the agreement for a third year.
- The third year of the LSA management agreement is up for review and should be presented at the next monthly meeting.

Additional Capital Improvements Project Discussion:

Interior renovations – Update

J. Oram reported the following:

- Many of the interior renovation projects proposed in the 2022 LSA capital needs assessment (CNA) have been put on hold due to other more pressing capital needs.
- Staff worked with Corcoran to develop scopes of work for interior renovations of common spaces within the building, including the hallways, community room, laundry room, and kitchen area.
- Staff is preparing to put these projects out to bid in order to establish cost estimates. Because of 30B procurement requirements, it is likely that the costs will be significantly higher for a town-owned property than they would be for a privately owned property.

D. Thompson reported the following:

- Staff collaborated with Town administration to apply for five separate MOD grants aimed at upgrading the laundry room, kitchen, and roof deck.
- The grant funds, if awarded, could be used to offset common area improvement costs.
- The grant application results are expected to be announced on October 31st.
- This announcement will help the Board of Managers (BOM) determine the budget for common area projects and assess how much can be allocated for interior renovations.
- Projects can be prioritized and completed in phases based on BOM's preferences.

Mortar repair outside Unit 109

D. Thompson reported the following:

- BOM previously approved \$12,900 for repointing the exterior walls of Unit 109, with an additional \$2,000 allocated for project compliance review.
- BET completed their inspection of the project and reported that DeMelo performed the work well and adhered to the project terms.
- Because of the lack of rain since project completion, BET recommended soaking the exterior walls to verify they weren't leaking.
- Following the leak test, the resident discovered new water damage on the interior walls of Unit 109.
- In light of the new evidence of leakage, BET will recommend repointing the walls above Unit 109 to prevent further leaks.

Wi-Fi upgrades/ Cell upgrades – Update

J. Oram reported the following:

- Wi-Fi and cell connectivity are long-term priority projects for the Town.
- The Town has been working to boost cell connectivity through permitting new project as quickly as possible. Improvements in cell service around LSA should be coming soon.

E. Gallagher reported the following:

- The Corcoran IT department has been working with the cell company, Boost to cost devices to amplify cell signals within buildings.
- Erin will report back to BOM when she knows more about installation and pricing.

Susie Kiley, LSA resident, Unit 102 asked whether residents have issues with cell connectivity within the building. J. Oram said that some residents are experiencing issues, but the Town is working to upgrade cell service across town while at the same time, the BOM and Corcoran are working to boost cell service within the building.

MaryAnn Riley, LSA resident, Unit 411, asked whether this was related to internet or cell service. J. Oram said that this is related to cell service.

Lonnie Cutler, LSA resident, Unit 406, reported that she is experiencing problems with her Verizon land line and asked if this was the same issue. J. Oram said that they weren't related; she suggested a call to Verizon.

LSA Paving Project – Update

J. Oram reported the following:

- Staff has been working with the Town to coordinate repaving of LSA and to coordinate parking for residents during the project.
- Staff will inform residents once they are aware of the schedule.

Parking Lot Sinkhole – Update

D. Thompson reported the following:

- A sinkhole appeared in the parking lot around the storm drain.
- Corcoran coordinated repairs.
- D. Thompson contacted the Town DPW to confirm ownership of the infrastructure. It was determined that the storm drain is owned by LSA.
- As the infrastructure is owned by LSA, the repairs will be covered by the LSA budget.

E. Gallagher reported the following:

- Repairs were more extensive than initially expected due to the age of the storm drains.

LSA Community Room A/C replacement – Update

D. Thompson reported the following:

- The AC unit in the Kersey Community Room will need to be replaced.
- Staff is collaborating with the Town engineer to develop a scope of work for the project, ensuring the new unit is properly sized for the room.
- Due to the lateness of the season, the project may need to wait until the spring.

Roof Drainage Pipe Leaks

D. Thompson reported the following:

- Heavy rains during the summer caused internal puddles in the LSA building.
- Excel Roofing reported that these were most likely related to issues with the roof drain pipes.

E. Gallagher reported the following:

- Contractors are looking into the issue.
- E. Gallagher will report back to BOM once she has more information.

Air Handlers – Update

E. Gallagher reported the following:

- The air handlers, that were installed last year and are still under warranty, went out again recently. This is the third time since they were installed.
- The company who installed them were on site yesterday and said that either they were installed improperly or have shifted significantly since they were installed.
- They recommend removing and reinstalling a portion of the unit to ensure that it's installed properly.
- E. Gallagher will provide an update on results at the next meeting.

J. Falvey inquired about the length of the warranty. E. Gallagher said she would find out and report back.

Lois Pothier, LSA resident, Unit 414, commented that the air handlers were a gift to LSA residents.

Susan Kiley, LSA resident, Unit 102, said that the heat is on in the building when the temperature is 75 degrees outside; this causes issues for residents.

MaryAnn Riley, LSA resident, Unit 411, said that the heat is turned on on September 15th and the building can get very hot. She added that air conditioners in the bedrooms aren't sufficient to cool the entire units and the filters haven't been cleaned since she moved in.

Marie Kashner, LSA resident, Unit 410, said that their ac unit spits out black, sticky stuff. She spoke with Cleo about the issue, and he said that due to their location, they require two people to clean them.

David Noonan, LSA resident, Unit 209, said that the bench near the front door is sinking into the ground. He would like to see it stabilized.

J. Oram said that there are some portable ac units available for residents who would like them. She added that there are HUD requirements for heating in rental units. She will look into the issue and determine whether anything can be done. She will add the filter replacement issue to the list of necessary repairs.

E. Gallagher added that HUD requires heat to be available in all rental units from September through June.

CPC Application

J. Falvey reported the following:

- Hingham Affordable Housing Trust is submitting an application to CPC for funds to complete capital needs projects at LSA.

D. Thompson reported the following:

- CPC funds can only be used to preserve affordable housing, not for interior renovations.

Marianne Young, LSA resident, Unit 106, asked where CPC funds come from. J. Falvey said that money comes from tax funds set aside for affordable housing, open space, recreation, and conservation.

Marie Kashner, LSA resident, Unit 410, asked whether this involved federal funding. J. Falvey said that CPC funding is a state funding opportunity.

Susie Kiley, LSA resident, Unit 102, expressed concerns that the window replacement project was implemented without resident input. She asked for assurance that residents will be given the opportunity to provide input into future projects.

Claire Howsberger, LSA resident, Unit 111, asked whether LSA was in competition with other properties for funding sources. J. Oram responded that LSA projects are subject to funds available in the LSA budget.

J. Oram said that as a result of concerns around the window project, the Town has worked to provide opportunities for residents to provide input into LSA issues, including in-person meetings, and an annual residents' survey.

Other Votes Needed by the Board:

VOTE:

MOTION: C. Fallon moved to authorize Town Staff and Corcoran to create an updated scope of work and go out to bid for additional repointing and related repairs above Unit 109, payment to be processed by Corcoran Management.

SECONDED: B. Jarvis

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

4-0 MOTION CARRIES

Public Comment:

Lois Willard, LSA resident, Unit 208, asked whether there was still a budget for social events.

Lynda Bennet, LSA resident, Unit 214, said that water from the Armory flows into the parking lot from rain.

Lonnie Cutler, LSA resident, Unit 406, would like the Board of Managers to consider installing cameras in the parking lot due to car damage issues.

Marie Kashner, LSA resident, Unit 410, asked about replacement of the furniture and carpeting in the hallways. J. Oram commented that the scope of work to address the hallway updates has been prepared and the BOM is looking for bids to determine next steps.

Lynda Bennett, LSA resident, Unit 214, commented that not planting flowers might save money.

Al Chambers, LSA resident, Unit 207, stated that the building is generally well-managed. However, he noted that management is focused on repairing outdated systems that are already failing. He expressed interest in adding a new wing with 60 units to the property, along with modern systems installed in the existing units. He suggested that the project could be financed through HUD construction loans.

David Noonan, LSA resident, Unit 209, thanked the Board of Managers for the meeting.

Administrative:

Next Meeting is Monday, October 27, 2025 via Zoom at 6:30 PM.

Adjournment

MOTION: B. Jarvis moved to adjourn the meeting at 7:01 PM.
SECONDED: B. Jarvis
ROLL CALL VOTE: C. Fallon, aye; J. Falvey, aye; B. Jarvis, aye; E. Cullen, aye.
4-0 MOTION CARRIES

Meeting Documents

1. [September 29, 2025 Meeting Agenda](#)
2. [Financial Report - Budget Updates](#)
3. [DeMelo Change Order #2](#)

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