

LINCOLN HOUSING COMMISSION

Minutes

Tuesday, January 7, 2020 7:45 a.m.

Donaldson Room, 16 Lincoln Road

The meeting was called to order by HC Chair Keith Gilbert at 7:50 am.

Present were Keith Gilbert, Evan Gorman, Diana Chirita and Allen Vander Meulen.

Housing Administrative Assistant Elaine Carroll was absent due to illness. HC member Bijoy Misra was also absent.

- Update on new boilers for 75 Tower Road:
Evan provided an update on the new boilers. Because the repair was on a (holiday?) weekend, the repair company (Duggan) insisted that Gerry sign a document affirming that Housing Commission would be responsible for the charge for the visit, which was \$950 (not including any work done onsite or parts). The commission concluded that given the extremely poor reliability of the two units at 75 Tower Road, and the frequent and high cost of repairs, to continue to pour money into having Duggan repair them is not a wise or effective strategy. Therefore, Evan was asked to contact Meacham and Petro Oil to determine if they are willing to service the existing systems on a time and materials basis, to determine the cost of a maintenance contract, and to get estimates for the cost to replace the existing systems. He will report back on progress at the next HC meeting.
- Update on new water heater at 30 Sunnyside Lane:
The water heater at 30 Sunnyside Lane failed. This is a very old oil-based system. Evan was unclear on the cost of repairs, but thought he was told it would be \$750. He will contact Elaine to get the details on this and the 75 Tower Road repairs and provide details at the next meeting.
- Certifications:
Diana has been working with our consultant (Maria Oymaian) to complete the certifications for all 7 of the town-owned rental units. To date...
 - 30A Sunnyside: the HOME certification for this was Maria's first task, and was completed a while ago. The sole remaining task is to get a signoff from the HOME Director who has said she wishes to inspect the unit before doing so.
 - 75A Tower Road & 65 Tower Road: completed.
 - 28 Sunnyside and 75B Tower Road: nearly complete.
 - 26 Sunnyside: in process; difficulties (as usual) in getting all of the required documentation from the tenant & co-signer. This provoked a discussion of the severe challenges the tenant has in making their rental payment; and the ongoing financial and administrative burden the situation places upon the many people and agencies trying to help them. While all of the Commissioners sympathize with the tenant's situation, there are few if any options that would withstand DHCD scrutiny for permanently resolving the challenges, so that the tenant is in a stable & secure situation going forward. Diana will talk with Pam Gallup and Maria Oymaian to see if a solution can be found.

- Diana discussed oversight of the RHSO housing inventory effort with Pam, as agreed in the last HC meeting. Pam has indicated she is willing to work with the RHSO to ensure that the Housing inventory being done by the RHSO is accurate and complete. Allen Vander Meulen moved that the Housing Commission approve 6 hours of billable work by Pam to work with the RHSO to ensure that the SHI and housing inventory are complete and correct, including the capture of all essential and relevant information in the inventory, such as historical information. Keith Gilbert seconded the motion, the vote was unanimous. Pam will be asked to report back to the Commission at the next meeting on progress, concerns, and issues.
- The minutes from the December 11, 2019 meeting were approved with two minor changes.
- The meeting adjourned at 8:55am.