

Lincoln School Apartments

Board of Managers

March 28, 2016

Members Present: Aylene Calnan, David Ellison, Richard Mason

Also Present: Leo Fitzpatrick, Jamie Beaulieu, David Anderson, several residents

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

The minutes of the February 22, 2016 were approved as written.

Mr. Beaulieu presented the management report. Jamie reported that Corcoran had approved the audit and needed our approval vote to sign the management letter. Mr. Ellison reported that he had reviewed the audit with Powers and Sullivan and moved that it be accepted. Ms. Calnan seconded and the vote was unanimous.

Mr. Beaulieu discussed the February operating statement which he characterized as substantially on budget except for some timing alignments and a Fire and Safety variance based on the generator repair work and a delay in the final payment on the CNA.

Mr. Beaulieu updated the board on the elevator project. The valve and hydraulic tank replacement were completed last week with three days of down time which was supported by Corcoran staff and a high school volunteer. Mr. Fitzpatrick said he would develop a proposal for replacement of the door openers for the board's next monthly meeting. Mr. Beaulieu confirmed that the overall elevator replacement budget should be updated to show completion of the valve and hydraulic tank replacement at a cost of \$17,000.

Mr. Beaulieu advanced a new proposal from the town's fire safety contractor seeking to limit the initial part of the contract to replacement of the fire panel to give them time to study the opportunity to provide individual reporters for each unit. No further public procurement bidding would be required because of the town's existing contract. Mr. Ellison moved approval of the \$14,592 first phase contract subject to fire department approval, confirmation with the consultant and the company that the total project cost would be in line with the other bids, and compliance with HUD replacement reserve draw requirements. Ms. Calnan seconded and approval was unanimous.

Mr. Beaulieu and Mr. Fitzpatrick reported that the emergency generator repairs were complete and responded to an inquiry from Mr. Ellison that the generator is tested weekly and is tested annually under a full load.

Mr. Mason discussed the LSA funding proposal included in the upcoming Town Meeting warrant and asked that board members, if possible, attend and be prepared to present to the meeting as necessary to support the article.

Ms. Calnan proposed that the next meeting be held April 11<sup>th</sup> at 6:30 at Town Hall which was agreed.

The meeting was adjourned at 7:25 PM.