

## **Lincoln School Apartments**

### **Board of Managers**

**April 11, 2016**

Members Present: Aylene Calnan, Gretchen Condon, Dave Ellison, Dick Mason, Greg Doble.

Also Present: Leo Fitzpatrick, Jamie Beaulieu, several residents.

A quorum being present, Dave Ellison called the meeting to order at 6:30. The Minutes of March 28, 2016 were approved as mailed.

Mr. Mason introduced Greg Doble, a new member of the Board. Mr. Doble has experience in the asset management of multi unit residential buildings.

Mr. Mason nominated Mr. Ellison to succeed him as chair. The motion by Mr. Mason, seconded by Ms Calnan was passed unanimously.

Jamie Beaulieu presented the management report. Two units were vacant for 1 week each, resulting in a small loss of income. A web site upgrade expense was mentioned. There was a problem with the burglar alarm resulting in a bill from the Town for a false alarm. The milder winter has brought savings in the snow removal and utility lines. The Capital Needs Assessment fees were paid in 2015.

The initial elevator repair cost is \$17,000. The door operators and inground jack will go to bid. A 2014 estimate was \$55,000. This will require several weeks off-line. Mr. Mason felt that if the Town Meeting article is successful, we will have the funds for this. Mr. Ellison said that the bidding process should be started as soon as possible. A consultant should be asked to prepare the bid documents to go to the Town engineer. Relocation during this

repair will be tricky, possibly 15 people will need to be relocated. Mr. Mason stated that there should be a budget for this. What does HUD expect?

The fire alarm repair was discussed. A firm which is contracted to the Town was asked to give a price on a phased installation. They will walk the building and report to Mr. Beaulieu. If costs are in line and the fire department is on board, the work can begin.

Exterior lighting was discussed. One exterior pole came down in heavy wind. It will be replaced, but no price has been established yet. Probably between \$2-2500. The members agreed with Mr. Ellison that both poles should be replaced. All lights are being changed to LEDs.

HUD request forms were discussed. Since we have a completed Capital Needs Assessment, requests should go through. Mr. Beaulieu does a quarterly request so that reserves can cover as much as possible.

Management is waiting on a 3rd estimate for replacement of the door remotes.

All members will be at Town Meeting for the Lincoln School loan article (#16). It has been backed by both the selectmen and the advisory board. A resident asked what were the priorities for funding from the loan. The members answered that replacement windows, elevator and fire alarm were all priorities. The senior shuttle may be available to take residents to Town Meeting. Ms Condon will check.

The meeting was adjourned at 7:05. The next meeting is May 23 at 6:30.

Respectfully submitted,

Gretchen Condon Secretary