

## **Lincoln School Apartments**

### **Board of Managers**

**January 10, 2022**

### **Virtual**

Members Present: Kathleen Amonte, Gretchen Condon, Amy Farrell, Greg Doble. Stephen Spall. Also Present: Craig Chisholm

Ms. Farrell called the meeting to order at 6:35 pm. Ms. Farrell read the Open Meeting Law Statement into the record: *This meeting is being held remotely as an alternate means of public access pursuant to Chapter 20 of the Acts of 2021 temporarily amending certain provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.*

The Minutes of December 13, 2021 were approved as distributed on a motion by Mr. Spall, seconded by Ms. Amonte. The vote was Ayes – Farrell, Condon, Doble. Nays – none.

There was no operating report, because Corcoran produces the report after the 10<sup>th</sup> of a month.

A resident questioned the LSA COVID policy in relation to the Town's. The Town's policy states that masks are required in all public indoor spaces. Memos have been placed at all doors, but the resident stated that some people are not complying. Ms. Farrell stated that any enforcement should be left to management. Mr. Chisholm stated that Corcoran has a mask policy, but cannot ask people for proof of an exception. Ms. Farrell said that she would check with Town Counsel on enforcement.

The window project was discussed. The architect has reviewed the window submittals from the contractor. He will check the door submittals next week.

The windows will be ordered by the end of this month. The contract states that the project should be completed by November, 2022. Ms. Farrell will request that the Town appoint someone to shadow the project.

The 2022 operating budget was discussed. Thanks were expressed to Mr. Chisholm and Mr. Beaulieu for their help. This budget template will be used going forward. The budget needs to help track the cash flow rent. The controllable lines are the same as in the past. The computation of non-controllable lines – rent, taxes, etc. is new. HUD does not want too much of a drawdown to the replacement reserve. This year it should be at \$291,738. The window project budget calls for expenditure of the Town 2016 \$1,000,000 loan, plus \$250,000 from the replacement reserve. This budget template illustrates how to compute the cash flow rent. The new CNA is expected soon; it may require amending this budget. We will discuss our operating report for 2021 next month. Mr. Doble moved to accept the 2022 budget as presented, Mr. Spall seconded. The vote was Ayes – Amonte, Condon, Farrell, Naves – none.

Ms. Farrell had distributed a question/answer memo with the auditor. The auditor will be reviewing the cash flow rent.

Residents asked about what capital projects would be upcoming after the windows. Ms. Farrell replied that the new Capital Needs Assessment will guide us. One resident said that the interior of the building needs upgrading.

Ms. Farrell adjourned the meeting at 7:18 on a motion by Mr. Doble, seconded by Mr. Spall. The Ayes were Amonte, Condon and Farrell. There were no Nays.

The next meeting will be Tuesday, February 15, 2022 at 6:30.

Respectfully submitted,

Gretchen Condon, Secretary