



## **LINCOLN APARTMENTS, LLC BOARD OF MANAGERS MEETING**

**DATE:** Wednesday, April 1 2026  
**TIME:** 7:00 PM  
**PLACE:** Remote Meeting via Zoom

**Board Members Present:** Elizabeth Cullen  
Jack Falvey  
Matt Dillis

**Board Members Absent:** Connor Fallon, Ben Jarvis

**Staff Present:** Jenn Oram, Zoning Administrator/Senior Planner

### **Call to Order**

At 6:30 PM, Board of Managers Chair Elizabeth Cullen called the meeting to order and read the open meeting law statement.

**Approve Minutes: December 2, 2025; January 5, 2026; January 14, 2026; January 26, 2026;  
February 18, 2026; and March 9, 2026**

The following corrections were noted by J. Falvey:

- February 18 minutes incorrectly listed board members as “trust members.”
- March 9 minutes incorrectly labeled as a “residence meeting” instead of a “neighbor meeting.”

**MOTION:** M. Dillis moved to approve the meeting minutes for December 2, 2025, January 5, 2026, January 14, 2026, January 26, 2026, February 18, 2026, and March 9, 2026, as amended

**SECONDED:** J. Falvey

**ROLL CALL VOTE:** M. Dillis, aye; J. Falvey, aye; E. Cullen, aye.

**3-0 MOTION CARRIES**

### **Property Management Report**

#### **Review of Financials**

E. Gallagher reported the following:

- There was minimal activity for February.

J. Falvey asked about a “negative variance on ground lease payments.” E. Gallagher explained the ground lease is paid over 10 months but had been budgeted over 12 months, causing the variance. She will adjust the spread going forward.

There were no additional questions.

### **Budget Update – Cash Flow Rent Waiver**

J. Oram reported the following:

- The Select Board approved transferring \$196,361 in FY25 cash flow rent into the replacement reserves.
- E. Gallagher will confirm when the transfer appears in financials (likely April).

Connor Fallon joined the meeting at 7:47 PM.

### **LSA Warrant Article – Update and Possible Vote**

J. Falvey summarized the final motion language and the three deed restrictions added after discussions with the Advisory Committee and Select Board:

- Affordability protections to the maximum extent allowed by law.
- Occupancy restricted to seniors and persons with disabilities (to be formalized in the deed).
- Building coverage limited to 30% of the parcel, consistent with the 1979 precedent.

**MOTION:**                      **M. Dillis moved to formally support the warrant article with added deed restrictions.**

**SECONDED:**                C. Fallon

**ROLL CALL VOTE:**        C. Fallon, aye; M. Dillis, aye; J. Falvey, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

### **Capital Needs Assessment: Discussion**

J. Oram reported the following:

- The current Capital Needs Assessment (CNA) is out of date and doesn’t reflect current conditions at LSA.
- She recommended commissioning a new CNA, at an estimated cost of \$6,000–\$10,000.

**MOTION:**                      **J. Falvey moved to authorize the staff to work with the Town's procurement manager to request bids under Massachusetts Law General 30B, and any other requirements deemed necessary to issue a request for proposals for a Capital Needs Assessment for the Lincoln School Apartments.**

**SECONDED:**                M. Dillis

**ROLL CALL VOTE:**        M. Dillis, aye; J. Falvey, aye; E. Cullen, aye.

**3-0 MOTION CARRIES**

## **Additional Capital Improvements Projects: Discussion**

### **Interior Renovations / ADA Signage - Update and Possible Vote Needed**

J. Oram reported the following:

- The project has required multiple addenda due to state-level clarifications.
- Bidding closes Friday; plans to present bids on April 13.

**Boiler Repairs – Update** – There was no update.

**Wi-Fi upgrades – Update** – There was no update.

**Cell service – Update** – There was no update.

**Paving – Status Update** – There was no update.

**Mortar repair outside Unit 109 – Status Update** – There was no update.

### **Exterior Repointing – Update**

J. Oram reported the following:

- A bid packet is currently being prepared.

### **HVAC Units – Update**

J. Oram reported the following:

- This project will go out to bid at the same time as the Kersey Community Room/ Laundry Room project.

### **Elevator – Update**

J. Oram reported the following:

- There were multiple breakdowns over the weekend.
- Emergency repairs were completed; major repair scheduled for next Monday.

E. Gallagher reported the following:

- Technicians stayed for hours to test reliability.
- Residents were notified about upcoming repairs; updates will continue.

### **Gas- Powered Lawn Equipment – Update**

J. Oram reported the following:

- There was a proposed warrant article to amend the sound bylaw ordinance; however, there was a request for no action.

J. Falvey noted several towns already require electric equipment and encouraged proactive planning. He added that this is likely to come before Town Meeting in 2027.

Action Item: E. Gallagher will ask the lawn care vendor about the availability of electric equipment.

### **Vote to approve next steps / proposed projects**

**MOTION:** J. Falvey moved to authorize payment to Egan Architects in the amount of \$6,500 for the design and procurement drawings for the renovation and ADA update for the Kersey meeting room, kitchen, and laundry room, and we reviewed those plans discussed at the previous meeting

**SECONDED:** M. Dillis

**ROLL CALL VOTE:** M. Dillis, aye; C. Fallon, aye; J. Falvey, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

**MOTION:** J. Falvey moved to authorize payment to Buckley Elevator for repairs and maintenance of the elevator parts of the Lincoln School Apartments in an amount not to exceed \$20,000

**SECONDED:** C. Fallon

**ROLL CALL VOTE:** M. Dillis, aye; C. Fallon, aye; J. Falvey, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

J. Oram left the meeting at 6:59 PM.

### **Public Comment**

Betsy Hernberg asked about landscaping costs and the availability of 2025 audited financials. E. Gallagher will provide the landscaping figure at the next meeting. E. Cullen noted the audit was just signed and may need to be accepted by the Select Board before it is released to the public; J. Falvey will follow up with J. Oram regarding the availability of the 2025 audited financials.

Lonnie Cutler asked about the availability of hybrid meeting. The Board wasn't sure and will follow up with staff. Lonnie will reserve any additional comments for the in-person meeting on April 13, 2026.

### **Confirm Next Meeting: Monday, April 13, 2026**

Next meeting is scheduled for Monday, April 13, 2026 at 6:30 PM in person at Lincoln School Apartments.

### **Adjournment**

**MOTION:** J. Falvey moved to adjourn at 7:05 PM.

**SECONDED:** M. Dillis

**ROLL CALL VOTE:** M. Dillis, aye; C. Fallon, aye; J. Falvey, aye; E. Cullen, aye.

**4-0 MOTION CARRIES**

### **Meeting Documents**

1. [April 1, 2026 - Meeting Agenda](#)
2. [LSA Board of Managers Draft Meeting Minutes - March 9, 2026](#)

3. [LSA Board of Managers Draft Meeting Minutes - February 18, 2026](#)
4. [LSA Board of Managers Draft Meeting Minutes - January 26, 2026](#)
5. [LSA Board of Managers Draft Meeting Minutes - January 14, 2026](#)
6. [LSA Board of Managers Draft Meeting Minutes - January 5, 2026](#)
7. [LSA Board of Managers Draft Meeting Minutes - December 2, 2025](#)
8. [Balance Sheet 1 \(19\)](#)
9. [Budget Comparison 094 Accrual FEB26](#)
10. [Egan Associates - Invoice - March 3, 2026](#)
11. [LSA Kersey Community Room/ Kitchen/ Laundry Room Plans](#)

[Warrant Article V Sale Lease Conveyance of 86 Central St](#)