



LINCOLN APARTMENTS, LLC BOARD OF MANAGERS MEETING

DATE: Monday, June 22, 2026
TIME: 6:30 PM
PLACE: Remote Meeting via Zoom

Board Members Present: Elizabeth Cullen
Jack Falvey
Connor Fallon

Board Members Absent: Matt Dillis, Ben Jarvis

Staff Present: Jenn Oram, Zoning Administrator/ Senior Planner
Donna Thompson, Land Use and Development Coordinator

Call to Order

At 6:36 PM, Board of Managers Chair Elizabeth Cullen called the meeting to order and read the open meeting law statement.

Approve Minutes: May 18, 2026, May 26, 2026

Vote to approve meeting minutes for May 18, 2026 and May 26, 2026.

MOTION: C. Fallon moved to approve the meeting minutes for May 18, 2026 and May 26, 2026

SECONDED: J. Falvey

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

3-0 MOTION CARRIES

Property Management Report

E. Gallagher reported the following:

- No major expenses were recorded in May 2026.
- A new resident services coordinator started today.
- Operating expenses remain on target, with slight savings in utilities.
- Additional unit turnovers have resulted in higher expenses to date.
- May expenses included laundry bags, ADA consultation, and patio furniture.
- Requisition 1 for the Kersey Community Room project has been processed.

Capital Improvements Projects

Interior Renovations - Update

J. Oram and D. Thompson reported the following:

- The Kersey Community Room/ Laundry Room renovation project continues.
- Construction is slightly behind due to supply and inspection delays.
- Staff continues to visit the project daily.

Capital Needs Assessment – Update

D. Thompson reported the following:

- The RFQ for the LSA capital needs assessment went out on June 11th.
- Mandatory site visit was today; one firm attended.
- Responses are due June 30th.
- Staff will send any responses to BOM.

C. Fallon asked for a copy of the RFQ. D. Thompson will post it with the meeting materials and send it out as soon as possible.

Repointing Project – Update

D. Thompson reported the following:

- Staff met with David Sequeira, Town Procurement Manager, who clarified the RFP process.
- As a result, Staff is currently preparing bid documents for only the rear wall of the 1912 building.
- The Board of Managers may need to pay for an estimates for the work on the remaining walls.
- Bid documents should be ready for review within the next two weeks.

Rear Door Upgrades - Update

D. Thompson reported the following:

- Staff receives quotes from Commercial Lock for replacing the keyed entry with a wireless fob entry system for both the LSA rear door closest to the dumpster and three additional doors.
- The locksmith recommended re-keying the front entry door to the 1912 building due to the lack of electric wiring at the door.
- Additional wiring and equipment will be necessary to replace the handicap-accessible door openers; Staff will forward the quote for this work when they receive it.

Paving - Update

J. Oram reported the following:

- LSA is subject to a comprehensive permit, so the paving project will need to be reviewed by the Zoning Board of Appeals.
- Staff is working with consultants and the Town engineer to develop a site plan for necessary paving work.
- The project is still on target to be completed this year.

AC Units - Update

J. Oram reported the following:

- Corcoran is in the process of locating replacement through-wall AC units for LSA.
- J. Oram will work with Procurement to order the appropriate units.
- The goal is to install the replacement units as soon as possible.

Wi-Fi Upgrades – Update

E. Gallagher reported the following:

- A new computer and Wi-Fi boosters will be ordered and installed when the Kersey Community Room project is completed.

Cell Service Upgrades – Update

E. Gallagher reported the following:

- Corcoran IT staff have made no progress on this issue.

Votes Needed by the Board

Vote to approve the updating of the key system presently in place at the LSA, to a fob system on up to 4 doors at the LSA including the replacement on the back door and the installation of linear access control system and related hardware, software and cabling. This work will also incorporate existing ADA clicker system. The work is to be completed by Commercial Lock & Safe Service, LLC and shall not exceed \$20,000.

MOTION: C. Fallon moved to authorize the updating of the key system presently in place at the LSA, to a fob system on up to 4 doors at the LSA including the replacement on the back door and the installation of linear access control system and related hardware, software and cabling. This work will also incorporate existing ADA clicker system. The work is to be completed by Commercial Lock & Safe Service, LLC and shall not exceed \$20,000.

SECONDED: J. Falvey

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

3-0 MOTION CARRIES

Public Comment

Lonnie Cutler reported the following:

- L. Cutler asked for an update on the plan to install package delivery signage; E. Gallagher responded that the signs are in the works.
- L. Cutler suggested a sign asking residents to close the patio umbrellas; E. Gallagher will send out a memo and also post a sign on the outside of the patio door.
- L. Cutler needed to replace her television after an issue with Comcast. When she looked into the issue, she found that there are no record kept for when service people, including Comcast, are in the building.

- L. Cutler submitted her receipt for \$33.63 to Maricell for an electric kit for killing flies and would like reimbursement; E. Gallagher will follow up with L. Cutler the next time she is in the building.
- L. Cutler asked about the status of a table for the front hallway for packages; D. Thompson said she will follow up as soon as possible.

Confirm Next Meeting: Monday, July 27, 2026

Next meeting is scheduled for Monday, July 27, 2026 at 6:30 PM via Zoom.

Adjournment

MOTION: C. Fallon moved to adjourn at 7:23 PM.

SECONDED: J. Falvey

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

3-0 MOTION CARRIES

Meeting Documents

1. [June 22, 2026 - Meeting Agenda](#)
2. [Budget Comparison 094 Accrual \(27\)](#)
3. [LSA Board of Managers Draft Meeting Minutes - May 18, 2026](#)
4. [LSA Board of Managers Draft Meeting Minutes - May 26, 2026](#)
5. [Requisition 1 - Lincoln School Apartments Common Room Renovation- received May 27, 2026](#)
6. [Requisition 2 - Lincoln School Apartments Common Room Renovation- received June 15, 2026](#)
7. [CIT Lincoln School Apts - Access Control Phase 1 - Quote 08230A](#)
8. [CIT Lincoln School Apts - Access Control Phase 2 - Quote 08230B](#)
9. [Integrated Capital Needs Assessment RFQ](#)