



LINCOLN APARTMENTS, LLC. BOARD OF MANAGERS

DATE: December 2, 2025
TIME: 6:30 PM
PLACE: Remote Meeting via Zoom

Board Members Present: Elizabeth Cullen, Chair
Connor Fallon
Jack Falvey

Corcoran Management: Erin Gallaher, Corcoran Regional Property Manager

Staff Present: Jennifer Oram, Zoning Administrator

Call to Order:

At 6:35 PM E. Cullen called the meeting to order and read the Open Meeting Law Statement.

Approve Minutes – November 17, 2025

MOTION: J. Falvey **moved to approve the meeting minutes for November 17, 2025**

SECONDED: C. Fallon

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

3-0 MOTION CARRIES

Property Management Report:

No property management report was available for this meeting.

Budget Discussion:

E. Gallagher reported the following:

- Professional services costs were higher due to a \$6,500 rent analysis study
- Budget includes a 3% annual rent increase that is currently under review by HUD
- Insurance costs have increased by 25% due to property claims
- The paving project is carried over into this budget

J. Oram reported the following:

- The Board should anticipate a request at the February 2026 meeting to present to the Select Board a proposal to return cash flow rents to LSA.

M. Dillis joined the meeting at 6:43 PM.

MOTION: **J. Falvey moved to approve the 2026 budget as reviewed and amended.**

SECONDED: C. Fallon

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

4-0 MOTION CARRIES

CPC Application Update:

J. Falvey reported the following:

- The Affordable Housing Trust application to CPC for \$500,000 for repointing LSA is pending.
- Some questions regarding municipal use of CPC funds are being reviewed by counsel.
- Final presentation to CPC is in January 2026.

Additional Capital Improvements Project Discussion:

Interior Renovations / ADA Signage - Update (Vote to be held in January)

J. Oram reported the following:

- The Town is still awaiting news of ADA grant funding.
- Expect and update at the next meeting.

Boiler Repairs

MOTION: M. Dillis moved to approve the repair the LSA Boiler, to be completed by George T. Wilkinson, Inc., in the amount \$8,340.

SECONDED: C. Fallon

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

4-0 MOTION CARRIES

Wi-Fi Upgrades

There was no update available.

Cell Service

E. Gallagher reported the following:

- Corcoran's IT person spoke with Verizon who recommended a third party vendor.
- The third party vendor is non-responsive, so E. Gallagher will reach out to IT for an additional update.
- E. Gallagher will arrange a call with E. Cullen, Town Staff, and Corcoran to discuss possible solutions.

Paving – Status Update

There was no update available.

Mortar repair outside Unit 109 – Status Update

There was no update available.

Air Handlers – Status Update

J. Oram reported the following:

- J. Oram spoke with installer and he will guarantee the installation and repairs even though the unit is out of warranty.

Public Comment:

Lonnie Cutler reported the following:

- L. Cutler asked about the widening of parking spaces.

J. Oram reported the following:

- A parking study will need to be completed before any changes to parking are made.
- Any changes will need to be approved by the Planning Department.

Administrative:

Next Meeting is Monday, January 26, 2026 at 7:0 PM.

Adjournment

MOTION: M. Dillis moved to adjourn the meeting at 7:08 PM.

SECONDED: C. Fallon

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

4-0 MOTION CARRIES

Meeting Documents

1. [December 2, 2025 Meeting Agenda](#)
2. [LSA Board of Managers Draft Meeting Minutes - November 17, 2025](#)
3. [FY 2026 - Budget Proposal](#)
4. [FY 2027 - HAHT CPC Application](#)
5. [Wilkinson Quote - November 11, 2025](#)