



LINCOLN APARTMENTS, LLC BOARD OF MANAGERS MEETING

DATE: Monday, May 18, 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
Donna Thompson, Land Use and Development Coordinator

Call to Order

At 6:32 PM, Board of Managers Chair Elizabeth Cullen called the meeting to order and read the open meeting law statement.

Approve Minutes: April 8, 2026, April 13, 2026

Minutes will be considered at the next meeting.

LSA Warrant Article – Update

E. Cullen reported the following:

- Warrant Article 23 wasn't approved at Town Meeting.
- E. Cullen thanked everyone for their efforts.

J. Falvey voted the following:

- 64% of residents supported the article in Town Meeting.
- M. Dillis' statement in support of the warrant article was well received.

M. Dillis said that the vote effectively delays needed repairs and improvements by at least a year, with some repairs likely pushed out several years. As a result, the Board of Managers will need to continue prioritizing capital needs over an extended period, return to Town Meeting with a similar warrant article, or seek necessary funding directly from the Town.

Capital Improvements Projects: Discussion

Interior Renovations - Update

D. Thompson reported the following:

- The Kersey Community Room/ Laundry Room renovation project started last week.
- The demolition phase is complete.

- Staff has been meeting regularly with TM Construction to review plans and progress.
- The roof deck furniture was delivered and assembled.

J. Falvey asked about roof deck accessibility. D. Thompson noted that the roof deck needs ramps, a lever door handle, and an adjustment to the door opener in order to be accessible.

Exterior Repointing – Update

J. Oram reported the following:

- Staff and J. Falvey met with the Town Procurement officer recently to review the project.
- A bid packet is currently being prepared. The repointing project should be ready to go out to bid within the next weeks.

Capital Needs Assessment

J. Oram reported the following:

- Staff is gathering references for professionals who can submit bids for the CNA.
- The CNA is required under the ground lease and must be completed every five years, projecting anticipated repairs for the following five-year period.

Back Door Locking Issue

J. Oram reported the following:

- The LSA back door closest to the dumpster is currently being used by the contractors renovating the Kersey Community Room, and it was left unlocked over the weekend.
- The lock on this door is also damaged in a way that allows it to remain locked in an open position.
- Residents have raised ongoing concerns about the safety risk and have been in regular contact with Staff.
- Over the past several months, Corcoran has had the locksmith on site multiple times attempting to resolve the issue.
- D. Thompson spoke with the locksmith yesterday, who advised that due to the door's design, the only solutions are to replace the door and frame or install a keyless fob entry system.
- Due to safety concerns, this may qualify as an emergency repair.

E. Cullen asked Staff to work with Corcoran to prepare a memo to residents telling them that the door must remain locked. The BOM asked Staff to proceed with the request for repair quotes.

Other Issues

J. Falvey reported the following:

- He recently spoke with Stephanie Goertz, who heads the Commission on Disabilities, and there is a small amount of funding available for accessibility upgrades that could be used at LSA.
- He is reviewing possible projects with Staff.

Other Votes Needed by the Board

Vote to approve Community Room and Laundry Room Renovation Project Change Order Number 1 (this is Heat Pump only and capping of base board head).

MOTION: J. Falvey moved to authorize Change Order Number 1 for the replacement of the Kersey Community Room HVAC system with a Heat Pump Installation and the removal of the heating baseboard units and all associated work, patching repairs for this Change Order with a cost not to exceed \$30,919.05 with the added amendment that the Board will review the specifications and respond by email tomorrow.

SECONDED: M. Dillis

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

3-0 MOTION CARRIES

Vote to approve payment for providing resident laundry services during LSA Community Room Renovation Project

MOTION: J. Falvey moved to authorize payment to South Shore Laundry for providing laundry services to interested residents during the renovation of the Kersey Meeting Room.

Seconded: M. Dillis

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

3-0 MOTION CARRIES

Vote to approve the purchase of laundry bags and outdoor furniture for the outside deck from Uline.

MOTION: J. Falvey moved to authorize payment to Uline for laundry bags and deck furniture in the amount of \$7,948.77.

SECONDED: M. Dillis

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

3-0 MOTION CARRIES

Vote to approve Community Room and Laundry Room Renovation Project Change Order Number 2.

MOTION: J. Falvey moved to authorize Change Order Number 2 for the installation of a new sub panel, three new dedicated dryer circuits, two new dedicated washer circuits, two new kitchen dedicated feeder circuits and a whole-panel surge protective device for the Kersey Community Room and Laundry Room Renovation with a cost not to exceed \$8,437.50.

SECONDED: C. Fallon

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

3-0 MOTION CARRIES

Vote to approve Community Room and Laundry Room Renovation Project Change Order Number 3.

This vote was not considered as the quote was not available.

Vote to authorize the Chair to approve LSA Community Room and Laundry Room Renovation Project purchases between meetings.

MOTION: J. Falvey moved to authorize the Chair to approve expenses with the review of M. Dillis, not to exceed an amount of \$8,000, between meetings, if necessary. If such a purchase occurs, an affirmative vote by the full Board would be taken at its next scheduled meeting.

SECONDED: M. Dillis

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

3-0 MOTION CARRIES

Vote to authorize Staff to process LSA Community Room and Laundry Room Renovation Project invoices approved by the Chair between meetings.

This vote was not considered.

Ben Jarvis joined the meeting at 7:21 PM

Public Comment

Lonnie Cutler reported the following:

- She thanked the Board members for their work on the Warrant Article and asked when the Board plans to bring the motion forward again.
- She noted that delivery packages are being left at multiple doors and asked whether Corcoran could post signs directing drivers to deliver packages to either the front entrance or the Elm Street doorway.
- She expressed interest in having a table placed at the front entrance for package deliveries.

E. Gallagher stated that Corcoran can install signs for delivery drivers.

D. Thompson will measure the front entrance hallway to determine whether there is sufficient space for a package table.

J. Falvey explained that Town Meeting is held annually in the spring, though a special Town Meeting may be scheduled for this fall. The Affordable Housing Trust and the Town will review options for LSA and determine whether to bring the matter to either of these meetings. The new capital needs assessment will help guide that decision.

Confirm Next Meeting: Monday, June 22, 2026

Next meeting is scheduled for Monday, June 22, 2026 at 6:30 PM via Zoom.

Adjournment

MOTION: M. Dillis moved to adjourn at 7:36 PM.

SECONDED: J. Falvey

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

4-0 MOTION CARRIES

Meeting Documents

1. [May 18, 2026 - Meeting Agenda](#)
2. [LSA Board of Managers Draft Meeting Minutes - April 13, 2026](#)
3. [CO 1 \(1\) - Heat Pump System Installation](#)
4. [CO 1 \(2\) - Replace Existing HVAC Unit](#)
5. [CO 2 - Laundry Room Electric Sub-Panel](#)
6. [South Shore Laundry Services Proposal](#)
7. [South Shore Laundry - Outline of Services](#)