

Lincoln School Apartments

Board of Managers

May 23, 2016

Members Present: Aylene Calnan, Gretchen Condon, Greg Doble, Dave Ellison, Dick Mason.

Also Present: Leo Fitzpatrick, Jamie Beaulieu, several residents.

A quorum being present, Mr. Ellison called the meeting to order at 6:35. The Minutes of April 11, 2016 were approved as mailed.

Mr. Beaulieu presented the management report. There was a small loss due to a vacancy of several days. Laundry income seems low; Mr. Beaulieu will check on this. Legal costs are above budget, because of the recent eviction. The utility line items are in good shape due to the mild winter. Mr. Beaulieu will check on the effect of the new lighting on the electricity line. The cleanup of the leak in the storage room increased the repairs line.

The elevator upgrade was estimated at a certain cost, but now that several components have replaced, the cost will be lower. The consultant, Sterling Elevators, can be asked to help put the remainder out to bid, and will manage the contract. His fee would be \$1,875 for 4-6 months of work. Mr. Ellison asked that he be sure to come out and reinspect before beginning. Mr. Doble mentioned that the relocation estimates will have to be refigured. The new work would be estimated at 3 weeks. The Board voted to hire Sterling Elevators to consult on the elevator upgrade on a motion by Mrs. Condon, seconded by Mr. Doble.

The fire alarm system was discussed. The Town's contractor has been approached. Mr. Beaulieu said that the original estimate for replacement of the panel by another contractor was \$14,500. Now

the price has increased to \$17,000. Mr. Beaulieu wanted the contracts to include all the devices, but the contractor will not bid on the whole package at this time. The Fire Department is ok with the panel first. But there is still the danger of a break in the rest of system. The fact that this contractor works with the Town is a safeguard. Mr. Doble felt that perhaps a letter requesting a total price for the whole system be on the record. Mr. Ellison said that the Board has been working on this long enough. He recommended moving forward with MCI Contracting. Mr. Mason seconded; the motion was passed.

Common area lighting was discussed. The light pole is still down. Mr. Beaulieu felt that the contractor's price of \$9,000 for the two poles was too high. A new contractor's price is \$4,680. He will check to see if this includes prevailing wage, if not \$500-1,000 would be added. A motion to contract with Helco Electric for replacement of the light poles was made by Mr. Ellison, seconded by Mr. Doble, and passed. A resident questioned the possibility of mounting lights on the building.

Mr. Beaulieu stated that replacement reserve requests will be submitted for the elevator pump and the lighting replacement on HUD forms and will undoubtedly be approved. Granite Lock has replaced the remotes for the entry doors.

The hot water heater was discussed. The heater has a new leak and will cost @ \$1,000 to repair. Replacement would be \$10,000. A bid would be needed for a new heater. The plumber could give a bid. Mr. Ellison asked that a couple of bids for a replacement be brought to the next meeting.

The Capital Needs loan process from the Town was discussed. A request would go to the Housing Trust and then to the selectmen. Mr. Mason mentioned that \$58,000 from the CPC for an elevator was still encumbered; also \$50,000 from the Housing Trust is still unspent.

The completed audit from Powers & Sullivan will be presented to the selectmen.

The meeting was adjourned at 7:35. The next meeting is June 20, 2016 at 6:30.

Respectfully submitted,

Gretchen Condon Secretary