

**Norfolk Municipal Affordable Housing Trust**  
**Meeting Minutes**  
**July 6, 2011**  
**Room 214, Town Hall**

Present was: Jim Lehan, Mark Henney, Scott Dittrich, John Weddleton and Susan Jacobson. Bill Crump was not in attendance.

Scott D. called the meeting to order at 9:05 a.m.

Scott D. moved to hire Susan Jacobson temporarily at the same rate of pay as the Advisory Committee Administrative Assistant position she currently holds. Mark H. seconded, and it was **so voted**. This position must be posted and Susan J. may apply and be hired permanently.

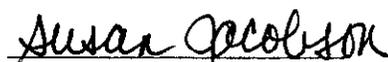
Scott D. presented and reviewed the Contract for the Lottery Agent. This contract covers the Gumps Home and the Mirror Lake home. Jim L. moved to accept and sign the contract. Mark H. seconded, and it was **so voted**. The Contracts were signed and will be sent to the Lottery Agent/Beth Rust

John W. has all the plans from the architect and has reviewed them for each home. He will have everything for the next Planning Board meeting. There is also a builders warranty for 1 year. He also informed the board that the appliances for each home have been selected; they include; a refrigerator, dishwasher, microwave, washer, dryer, electric range and a disposal. All appliances are energy efficient and meet the energy star requirements. The homes will have vinyl siding, pela windows, landscaping, concrete stairs, concrete walks, tile baths, tile kitchen, and hardwood floors except in the bedrooms. The Gump's home is 3 bedrooms and will have 2 ½ baths. The foundation should come down. There was discussion on which street the front door should face. Final driveway selections will be done at a later date. Each home will have a one car garage.

The next meeting will be held on July 27, 2011 @ 9:00 a.m.

A motion was made by Mark H. to adjourn the meeting. John W. seconded and it was **so voted**. The meeting was adjourned at 10:15.

Respectfully Submitted,

  
Susan Jacobson  
Administrative Assistant