

Norfolk Municipal Affordable Housing Trust Meeting
Meeting Minutes
1/24/2012
Room 124, Town Hall

Present were: Scott Dittrich, Tom Cleverdon, Mark Henney, Jim Lehan, Bill Crump, Bill Conklin and Susan Jacobson.

Scott D. called the meeting to order 4:06 p.m.

Susan J. reported that \$ 300,000 transfer has not been deposited. We are waiting for Town Counsel to provide us with a document in order to make the final transfer. This should be complete within the next week. Under the contract the funds must be spent within 24 months. One may contact BOS and request a 12 month extension. .

Scott and Susan spoke with Beth Rust and reviewed the procedures and what items remain open on the LIP application. Our application was sent to the State on November 2, 2011. We do not have a final decision yet. This process can take between 3 and 4 months. We can begin the marketing process. We have to market for 60 days before we can hold the lottery.

If we buy 7 Old Populatic we have to apply again or send an addendum to get this and any other properties into this agreement. .

Bill C. discussed how we would plan to go about monitoring the properties to confirm who is really living in the home, or are they renting the home to someone else, or have they refinanced. We need to send a questionnaire and have this done annually. This would become part of Susan's responsibilities. The state has many rules and requirements, and we need to make sure we are aware of them and conform.

CPC Update:

Bill Crump, Scott and 2 reps from Habitat attended the CPC Meeting. They made a formal request to CPC for \$100,000 for the construction of the home at 82 Main Street. It was clear that the Trust would return whatever funds were remaining after completion of the project. CPC took the request under advisement.

Scott called Cindy Andrade and told her that he wanted CPC to know that the Trust would be requesting \$300,000 at the May meeting. Cindy A. said they are meeting FEB 1st and that it would be noted. Jim wanted the Trust Members to know that he is against asking CPC for \$100,000, and he feels that doing this falls outside of our guidelines. He said investing \$ 278,000 into a property that will not allow us to recoup any monies back is not something he is in favor of. In the original agreement Habitat was going to fund everything. That was the original goal. We are requesting \$400,000 and an additional \$100, 000 for 82 Main Street.

Jim L. said that this property (82 Main Street) is a non-confirming lot, and the Trust received a variance to build on this property. He has concerns that Habitat may not be able to make this deadline. We will have to go back before the ZBA and request an extension.

Scott offered an alternative. Paul and Fran Molla are builders in Franklin MA. They are very involved with a charitable organization called Random Smile. Paul said he is willing to be the General Contractor on any project that we do as an affordable house in Norfolk. He will not charge for his services. He will try and get volunteers and materials donated from others. A General Contractor typically makes 20% of the sales price of the home. The Trust does have the money available now. We could fund this project if CPC decides not to vote favorably on our

request. The Trust (Scott and Bill C.) will go back before CPC to change our request. They will ask that the money come directly to the Trust and the \$100,000 investment would provide a return of \$150,000 back to the town.

Jim L. moved to amend the CPC request to support the construction of a home at 82 Main Street to be overseen by the Norfolk Municipal Affordable Housing Trust. It was seconded by Tom Cleverdon and it **was so voted**. All were in favor.

Discussion on property purchases was as follows: Scott felt that 7 Old Populatic is a good fit and is priced right. Tom C. thinks it fits the financial requirements. The rugs, baths and kitchen have all recently been renovated. Scott would like to focus on purchasing three bedroom homes.

Bill Conklin made a motion to make an offer of \$255,000 or less on 7 Old Populatic. It was seconded by Tom Cleverdon and it **was so voted**. All were favor.

The Trust will offer two options to the current owners. They can either close in four months or rent the property back from the Trust. The Trust would manage the property.

A motion was made by Scott Dittrich to nominate Tom Cleverdon for the position of Clerk. The Clerk's responsibilities are to review minutes and sign contracts. Jim Lehan seconded the motion and it **was so voted**.

A motion was made by Jim Lehan to nominate Mark Henney as Vice Chairman. It was seconded by Bill Crump and it **was so voted**. All were in favor.

The Trust will hold its next meeting on February 7, 2012 @ 4 p.m.

A motion to adjourn was made by Bill Conklin. It was seconded by Tom C. and it **was so voted**. All were in favor

Meeting adjourned at 5:15 p.m.

Respectfully Submitted,



Susan Jacobson
Administrative Assistant

