

**Norfolk Municipal Affordable Housing Trust**  
**Meeting Minutes**  
**February 1, 2012**  
**Trust Office @ 2<sup>nd</sup> Floor Town Hall**

Present was: Mark Henney, Bill Conklin, Scott Dittrich, Bill Crump, Tom Cleverdon and Susan Jacobson

Jim Lehan was not present.

Scott called the meeting to order at 6:30 p.m.

**Old Populatic Update:**

The home inspection was handled by Sherlock Homes Inspections. There is mold in the attic. The owners are going to have it remediated. An electrical box needed a junction box. The oil tank in basement does not have access. The owners are going to provide access through the wall. They are also going to remove the wood stove. We are going to check to make sure a permit was pulled to complete the basement. The deck off master bedroom needed 12 inch slats. It does not meet code. The NMAHT will bring someone in to fix the deck. The current owners will rent from the Trust. The furnace is older and may need replacing. Mark felt that we were looking at about \$10,000-\$15,000 in basic repairs/updates. Nothing structural and the basement was dry.

60% of house is taxed in Norfolk and 40% taxed in Franklin. They could be paying more taxes to the Town of Franklin than what they are paying to the Town of Norfolk. Mark and Bill Crump will speak to Franklin about a tax adjustment. **Closing date is 24th of February.**

**Mirror Lake Update:**

Scott spoke with Jim today and all of the permits for Mirror Lake are set. The Town has waived ½ the fees for all of the buildings. Fees for them are going to be about \$5,000 for the 5 houses. NAMHT should pay those fees.

A motion was made by Bill Crump to pay or reimburse Howard Bailey for fees associated with building the homes located on the Gump's property (4), and the one home located on Mirror Lake Road. It was seconded, by Mark Henney **and so voted.**

**Part-time Position Posting:**

Susan is putting together the 19 ½ hour per week administrative assistant job description. She will present it to Scott Bragdon for his approval and then to the Trust for review. Once the Trust has approved the job description it will be posted in house for 10 days. All applications will be reviewed.

**CPC funding request:**

Scott feels that we have a great opportunity to purchase existing homes because the housing pricing are significantly lower. We have traditionally received \$300,000 from CPC. Scott would like to ask for more

than \$300k. He would like to ask CPC for at least \$600,000. They have a 4 million dollar balance. Scott wanted the Trust members to know that he spoke with Jim and Jim is opposed to this request. CPC has been trying to save money for the big purchases. Jim feels that we have 6 homes to build and one existing home at 7 Old Populatic and would like those to be completed.

A motion was made by Bill Crump to request additional funding in the amount of \$100,000 for the construction of 82 Main Street and a \$600,000 Warrant Article. It was seconded by Mark Henney and it **was so voted.**

A motion was made by Mark Henney to adjourn. It was seconded by Tom Cleverdon and **so voted.**

Meeting adjourned at 7:30.

Respectfully submitted,

  
Susan Jacobson

Administrative Assistant

