

Norfolk Municipal Affordable Housing Trust
Meeting Minutes
June 26, 2012
Room 124 @ Town Hall

Present was: Jim Lehan, Bill Crump, Scott Dittrich, Bill Conklin, Tom Cleverdon, Mark Henney, Jack Hathaway and Susan Jacobson. Sandy Smith was absent.

Scott Dittrich called the meeting to order at 4:35 p.m.

Reports:

Jim Lehan provided a report on the progress of Gumps Farm. The permits are in place and there was discussion/confirmation about the lot/home locations. Ground will be breaking next week. Paddocks and Corrals has been given a one year extension to complete the two remaining homes on the Gumps property (a copy of that agreement has been filed with the minutes) The builder will complete two foundations and two frames and then move on to the next two. He said that Mr. Mahlerhas requested someone from the Trust work closely on this project with him. Jim Lehan would like to be that point person.

82 Main Street:

Jack Hathaway reported that there were a couple of different theories floated on how to get the home built. Each comes with its own set of challenges. Jim Lehan and Jack spoke with Town Counsel and they are currently working on an RFP for a charity to purchase the land, build the property, and then sell it back to the Trust. The proceeds of the sale would return to the Town. The contract would contain certain conditions regarding the deed restriction, and payment method for the construction of the property. Jack and Bill Crump, along with assistance from Susan, will oversee the RFP for this property.

A motion was made by Bill Crump to have the Town Procurement Officer/Town Administrator put forth an RFP on behalf of the NMAHT for the development and construction of 82 Main Street in accordance with the plan set forth. It was seconded by Tom Cleverdon and was so voted. All were in favor.

7 Old Populatic:

Tom Cleverdon reported that he and Susan did a walk through, and there are some items that do require attention before we this property can be placed into the lottery. Tom obtained a quote to have the home completely painted for \$3500.00.

There is carpeting in the second floor spare bedroom that is ripped. Tom felt that the best thing to do was to replace the carpet in both bedrooms. He expects the cost to be around \$1000.00. The gutters are clogged and need cleaning. He had contractors come out and give estimates to clean out the gutters and power wash the house. Neither were interested in the job because of the way the home sits on the

property. Tom is still working on getting that taken care of. He is going to have Bob Bullock go to the property to check on the deck and figure out the best way to bring that up to code. The Boiler replacement cost is \$4300.00 and will be installed next week.

Tom expects to have the all repairs/updates completed by July 20, 2012.

A motion was made by Mark Henney for the following update/repairs to be done on 7 Old Populatic: tree trimming, painting inside of home, power washing outside, cleaning the gutters, new boiler installed, and the deck will be repaired and brought up to code. It was seconded by Bill Conklin and it was so voted. All were in favor.

A motion was made by Bill Crump that the expenditures/repairs of 7 Old Populatic not exceed \$20,000. It was seconded by Mark Henney and it **was so voted**. All were in favor.

234 Main Street:

Mark Henney reported that we have come to an agreement on an Offer to Purchase 234 Main Street. The current owner would like to rent the property back until mid - September. We are still waiting on the Title 5 Approval. The Trust discussed the possibility of constructing a 3 bedroom cape without a garage. Jim wanted consistency on the rent charge, as it should be consistent with the rent charges for Old Populatic. It was agreed that the rent would be \$545.00 per month. Bill Conklin asked if there were any historical issues with this home. Jim felt that this wouldn't be an issue.

Misc. Reports:

Susan requested that Jack Hathaway or his delegate be allowed to sign her time sheets.

A motion was made by Jim Lehan to allow Jack Hathaway and or his delegate to sign Susan Jacobson's time sheets. It was seconded by Mark Henney and it **was so voted**. All were in favor.

The next meeting will be held at 12:00 p.m., July 24, 2012 in Room 124. The lottery drawing will take place on July 24, 2012 at 7:30 p.m. at the Town Library.

A motion was made by Jim Lehan to adjourn the meeting. It was seconded by Bill Conklin and it **was so voted**. All were in favor.

Meeting adjourned at 5:50 p.m.


Respectfully submitted,

Susan Jacobson

 - CLERK

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