

## Norfolk Municipal Affordable Housing Trust

### Meeting Minutes

October 23, 2012 @ Town Hall

Present: Mark Henney, Bill Crump, Jim Lehan, Tom Cleverdon, Scott Dittrich, Sandy Smith and Susan Jacobson

Scott Dittrich called the meeting to order at 12:00

#### **82 Main Street:**

Bill Crump reported that 82 Main Street is under construction. The lottery winner was present yesterday and banged the first nail. Random smile was the only respondent to the RFP. Bill Crump would like to formally enter into an agreement with Random Smile. Town Counsel will begin work on the Random Smile Agreement.

Bill has also met with the electrician who is donating his time. Bill said the house is directly across the street from the gas main for Columbia Gas. They are not taking additional applications this year. They will do the install for the first 200 feet for no charge. We are going to supply the propane and then a conversion for gas will be requested. It requires a couple of hours of an electrician's time. Columbia gas will do both the propane tank and bring the service.

The meets and bounds were flagged and the shed is not on the property. The \$80,000 that we are going to payout will be done on a draw schedule.

A motion was made by Bill Crump to award the bid for the construction of a home located at 82 Main Street to Paul Molla of Random Smile. Random Smile was the sole respondent. It was seconded by Tom Cleverdon and **it was so voted**. All were in favor.

A motion was made by Bill Crump to appropriate funds for an amount to be determined for the conversion of the propane tank to natural gas. Jim Lehan made a friendly amendment. The motion will be **not to exceed \$1,000.00**. It was seconded by Sandy Smith and **it was so voted**. All were in favor.

#### **39 Boardman Street:**

Mark reported that another offer was received for \$305,000. The property owner would like to continue to discuss the Cleveland Street home currently under construction. There was general discussion concerning the ongoing process with Mr. Carrera.

#### **Gumps:**

Jim Lehan reported that the Gumps home is being plastered. All of the wiring and electrical is done and the home should be completed by the end of December. The second home has been framed and work

is moving right along. Mirror Lake will be framed this week and the water issue has been resolved. The garage at 47 Rockwood Road is going to be taken down by the DPW at no cost to us. It will be done prior to the landscaping. Landscaping specs are in the agreement. Gumps will get landscaped and seeded. The other two homes may not be done until spring.

The two lots that had to be re-engineered have been approved and Susan is going to record the ANR at the registry of deeds.

Scott would like to have an open house at the 47 Rockwood Road home. The public would be very interested in seeing the property. Jim suggested a walk through on the home behind it. Sandy will take charge of the project. Scott would like to have this done on the 15<sup>th</sup> 16<sup>th</sup> of December 2012. The open house hours would be eleven to one.

#### **98 Cleveland Street:**

Mark Henney reported that many of us went to the home at 98 Cleveland Street. The owners are taking the washer, dryer and refrigerator. The price is \$299,000 and is less than 1,000 sq. feet. The basement is finished. Jim said the house is in turn-key condition. The sellers need flexibility in the closing date. The home was previously purchased for \$316,000. A motion was made by Jim Lehan to offer \$290,000 and to negotiate up to a maximum of \$295,000 for the home located at 98 Cleveland Street. The purchase would be subject to Title 5 and a Home Inspection. It was seconded by Tom Cleverdon and it **was so voted**. All were in favor.

The seller needs to respond to the RFP currently posted on the Central Register.

#### **General Discussion:**

Susan asked the Trust to vote to send one member to the closing of 7 Old Populatic.

Jim Lehan made a motion to send Tom Cleverdon to the closing on 7 Old Populatic and if Tom is not available, Sandy Smith will attend the closing. It was seconded by Bill Crump and it **was so voted**. All were in favor.

Jim reported that the training program that he, Susan, Bill Crump and Sandy attended was very informative. We have not been well informed by our consultant. We learned that we can do some things that we thought were not possible. Jim spoke to a couple of individuals from other towns and they are going to send along some materials that will be very helpful.

Jim read Beth Rust's contract and has forwarded it to Town Counsel to get a recommendation on whether or not we are required to pay Beth Rust on the remainder of her contract.

Jim said this is going to continue to become more work and suggested an increase in Susan Jacobson's Trust hours. Scott asked if the board has the authority to hire Susan full time and create the Housing Coordinator position. Jim said that as a direct employee of the Trust, they can make those changes. The goal is to bring the position in house and not to pay for a consultant.

A motion was made by Bill Crump to increase Susan's hours from 20 hours per week to 25 hours per week. Jim made a friendly amendment and requested approval of this by the Town Administrator. Susan informed the board that Jack Hathaway was in favor of bringing the process in house. It was seconded by Mark Henney and it **was so voted**. All were in favor.

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

Respectfully submitted,



Susan Jacobson, Administrative Assistant



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Tom Cleverdon, Clerk

**Meeting of Norfolk, MA Affordable Housing Trust  
Tuesday October 23, 2012 12 PM EDT**

Discuss 39 Boardman Street

Update/Report on 82 Main Street

Update/Report on Gumps Farm homes and 24 Mirror Lake

Discuss possible open house at 47 Rockwood Road

Discuss 98 Cleveland Street

Discuss Training Program

Discuss/update on 7 Old Populatic closing 10/24/2012

Discuss potential purchase on Cleveland Street

Vote to authorize one person to attend 7 Old Populatic closing



## 98 Cleveland Street

NORFOLK, MASSACHUSETTS

This beautiful Ranch sits on one of Norfolk's scenic country roads near the Medfield line. Surrounded by stone walls and farmland this home is cozy and expansive. New are : the roof, gutters, water pump and dishwasher. This property also offers: central air, tilt out windows, newer furnace, vinyl siding, wood stove, hardwood flooring throughout, updated bathroom, huge heated shed and new exterior lighting. Perfect home for first time buyers or downsizers. Short distance to town.



**BETSY GRAZIANO**  
[www.betsygraziano.com](http://www.betsygraziano.com)  
C: 508-498-6608  
[b.graziano@comcast.net](mailto:b.graziano@comcast.net)



Information about the property described above was provided solely by seller(s) without verification by the broker(s). Therefore, broker(s) is/are not responsible for the accuracy of the information contained herein. Buyer should take any and all steps necessary to verify said information. Offering is subject to prior sale, price change or withdrawal without notice. Owned and operated by NRT Incorporated. An Equal Opportunity Employer. Equal Housing Opportunity.

[www.NewEnglandMoves.com](http://www.NewEnglandMoves.com)

**COLDWELL  
BANKER**  
RESIDENTIAL BROKERAGE

98 CLEVELAND STREET, NORFOLK, MA 02056

*Features and Improvements:*

- *Newer tilt out windows*
- *New roof 2012*
- *New gutters 2012*
- *Capped chimney*
- *Central Air*
- *Hardwoods throughout 1<sup>st</sup> floor : Kitchen laminate tiles*
- *Interior painted 2003*
- *Finished, heated lower level*
- *Newer Burnham furnace*
- *New water pump/ well water*
- *Wood burning fireplace*
- *New dishwasher*
- *Large heated shed*
- *Updated Bathroom w/ ceramic tile flooring/beadboard*
- *New exterior lighting w/ lamp posts*

23-54-145

ORIGINAL ON FILE

Filed as No.

# Plan of Land in Norfolk, Mass.

Scale: 1 in = 40 ft

May 6, 1981

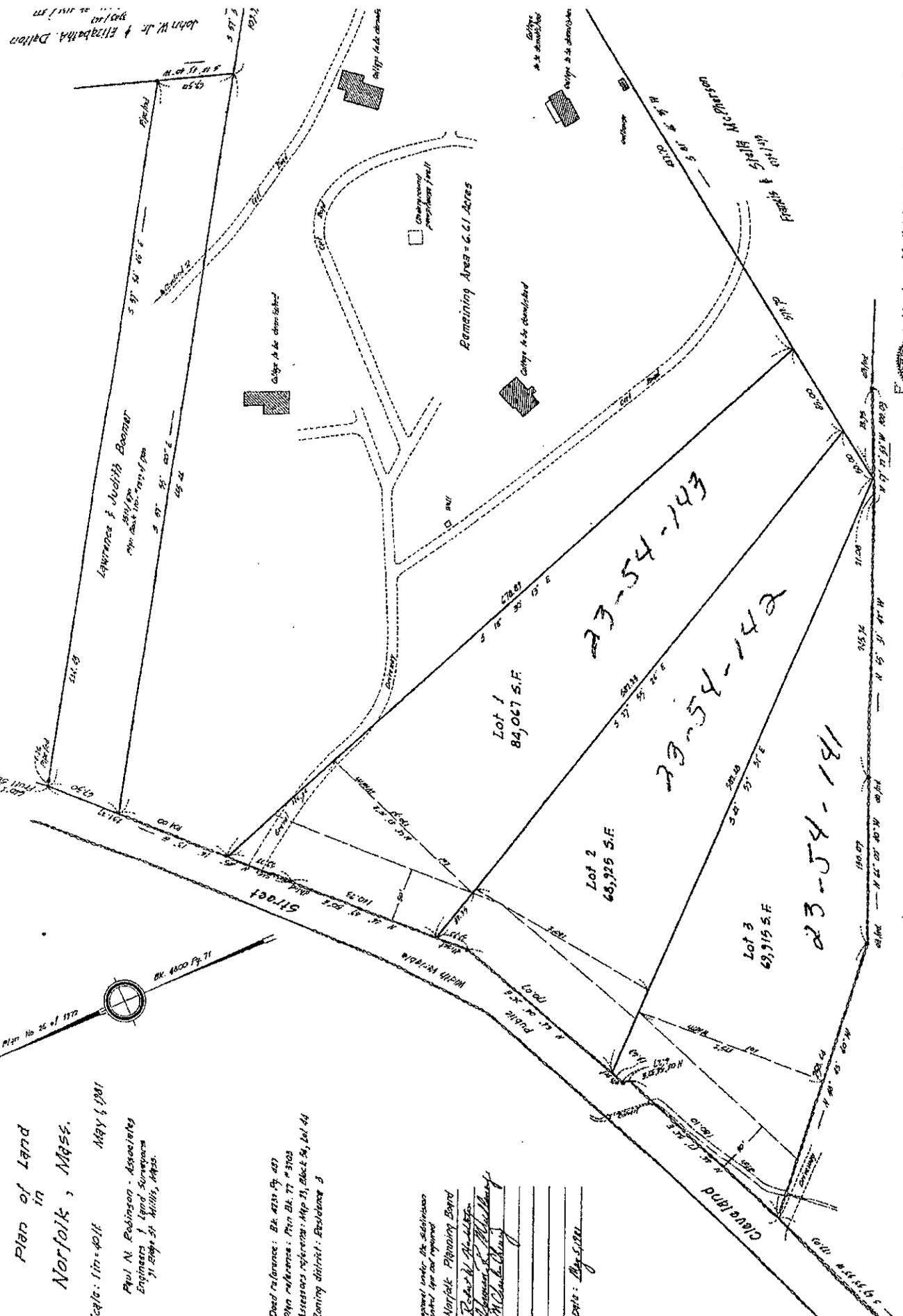
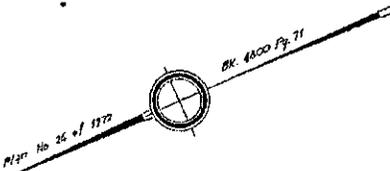
Paul N. Robinson - Associates  
Engineers & Land Surveyors  
71 Bray St. Millis, Mass.

Dead reference: Bk. 423, Pg. 487  
Plan reference: Plan Bk. 77 # 3103  
Assessor's reference: Map 23, Block 54, Lot 41  
Zoning district: Residence 3

Approved under the Subdivision  
Control Act as required

Norfolk Planning Board

Richard A. Durand



Richard A. Durand  
May 6, 1981  
Registered Land Surveyor

I hereby certify that this plan has been prepared in  
accordance with the Rules and Regulations of the Registrar  
of Deeds of the Commonwealth of Massachusetts.  
May 1, 1981  
Paul D. [unclear]



**98 CLEVELAND STREET**  
**Norfolk, MA 02056**  
**Single Family**

MLS #: **71448434** Status: **Extended**  
 List Price: **\$299,000**  
 List Date: **10/17/2012**  
 Area: Off Market Date:  
 List\$/SqFt: **\$311.46**  
 Days on Market (Total): **2** Days on Market (Office): **2**

**Property Features**

Rooms: **6** Style: **Ranch**  
 Bedrooms: **3** Type: **Detached**  
 Baths: **1f 0h** Apprx Acres: **0.98**  
 Master Bath: **No** Apprx Lot Size: **42693 sq.ft.**  
 Fireplaces: **1** Apprx Living Area: **960 sq.ft.**  
 Year Built: **1972** Foundation Size: **0000 (Poured Concrete)**  
 Color: **WHITE** Garage: **0 --**  
 Parking: **6 Off-Street**  
 Handicap Access/Features:



**Room Descriptions**

Room	Level	Size	Features
Living Room:	<b>1</b>		<b>Fireplace, Wood / Coal / Pellet Stove, Flooring - Hardwood, Window(s) - Bay/Bow/Box, Cable Hookup</b>
Family Room:	<b>B</b>		<b>Closet - Walk-in, Flooring - Wall to Wall Carpet, Cable Hookup, Recessed Lighting</b>
Kitchen:	<b>1</b>		<b>Ceiling Fan(s), Flooring - Laminate, Dining Area, Exterior Access</b>
Master Bedroom:	<b>1</b>		<b>Ceiling Fan(s), Closet, Flooring - Hardwood</b>
Bedroom 2:	<b>1</b>		<b>Ceiling Fan(s), Closet, Flooring - Hardwood</b>
Bedroom 3:	<b>1</b>		<b>Closet, Flooring - Hardwood</b>
Bath 1:	<b>1</b>		<b>Bathroom - Full, Bathroom - Tiled With Tub, Flooring - Stone/Ceramic Tile</b>
Laundry:	<b>B</b>		<b>Dryer Hookup - Electric, Washer Hookup</b>

**Features & Other Information**

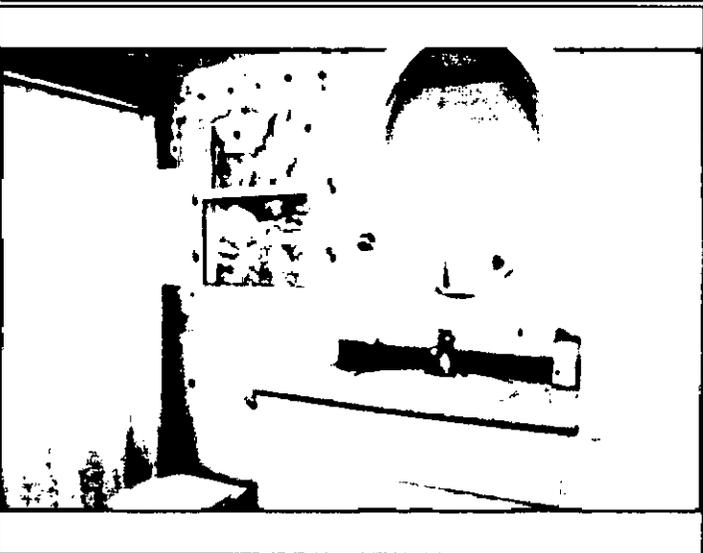
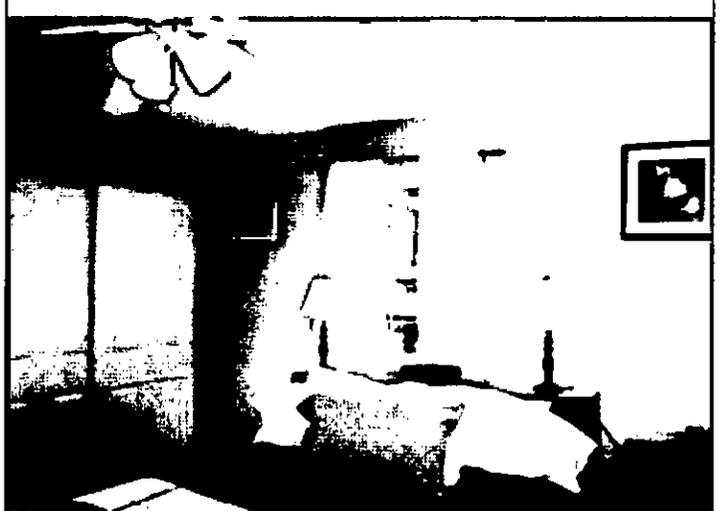
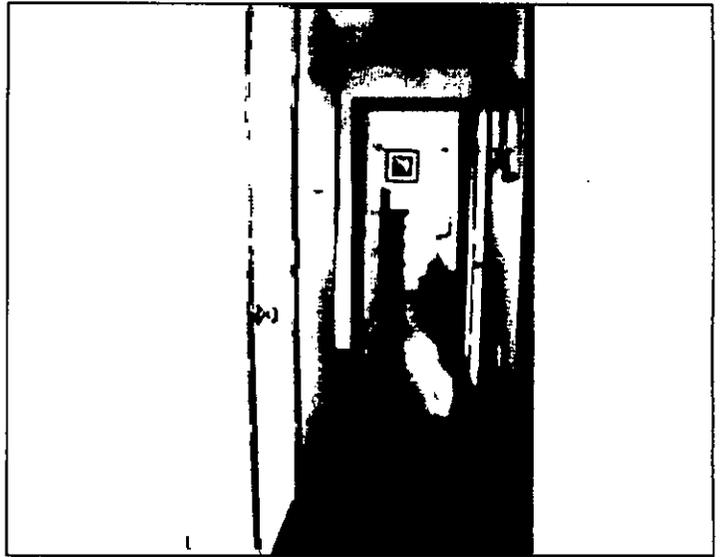
Area Amenities: **Public Transportation, Park, Walk/Jog Trails, Stables, Conservation Area, Highway Access, House of Worship, T-Station**  
 Basement: **Yes Full, Partially Finished, Interior Access, Bulkhead, Sump Pump, Concrete Floor**  
 Construction: **Frame**  
 Cooling: **Central Air**  
 Disclosures: **First showings at the o/h: Sun.10/21:1-3PM Accompanied showings. Betsy: 508-498-6608**  
 Exclusions:  
 Exterior: **Vinyl**  
 Exterior Features: **Gutters, Storage Shed, Decorative Lighting, Screens, Stone Wall**  
 Facing Direction: **North**  
 Green Certified: **Unknown**  
 Heating: **Hot Water Baseboard, Oil**  
 Hot Water: **Oil**  
 Interior Features: **Cable Available**  
 Lead Paint: **Unknown**  
 Living Area Disclosures: **800 ADDITIONAL SQ. FT. IN FINISHED, HEATED LOWER LEVEL**  
 Road Type: **Public, Paved, Publicly Maint.**  
 Roof: **Asphalt/Fiberglass Shingles**  
 Sewer Utilities: **Private Sewerage - Title 5: Not Done**  
 Water Utilities: **Private Water**  
 Waterfront: **No** Water View: **No**  
 Short Sale w/Lndr.App.Req: **No**  
 Lender Owned: **No**  
**Tax Information**

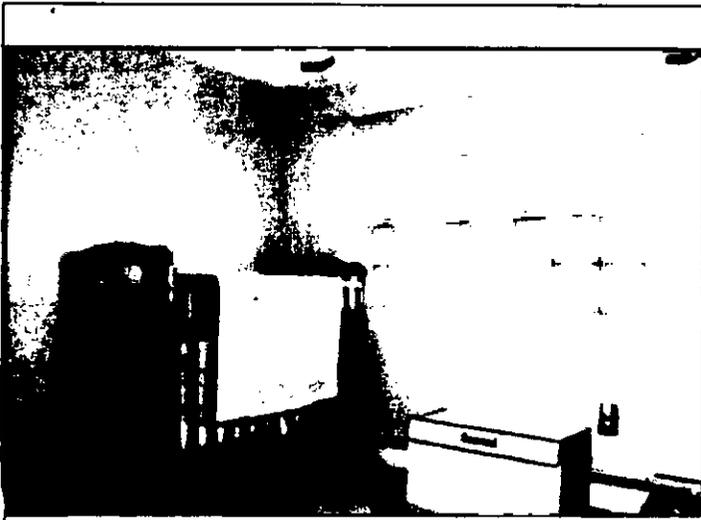
**Remarks**

**This beautiful Ranch sits on one of Norfolk's scenic country roads near the Medfield line. Surrounded by stone walls & farmland this home is cozy and expansive. New are: the roof, gutters, water pump, dishwasher. This property also offers: central air, tilt out windows, newer furnace, vinyl siding, wood stove, hardwoods throughout, updated bathroom, huge heated shed and new exterior lighting. Perfect for 1st time buyers/downsizers.**

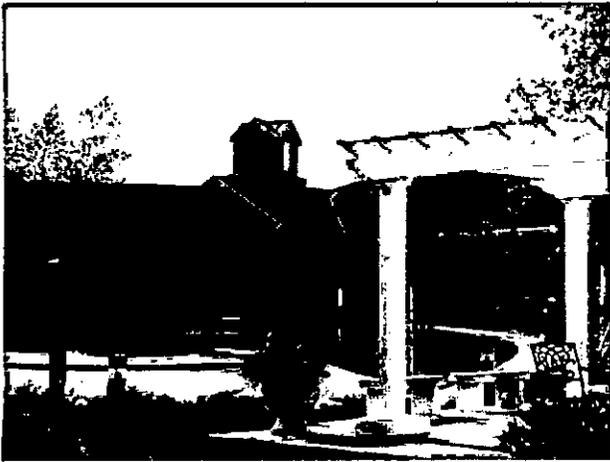
Pin #:  
 Map: **0023** Block: **0054** Lot: **0045**  
 Assessment: **\$286,600**  
 Taxes: **\$4720** Tax Year: **2012**  
 Book: **20114** Page: **481**  
 Cert:  
 Zoning Code: **RES**







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# TOWN OF NORFOLK

## YEAR-TO-DATE BUDGET REPORT

FOR 2013 13 JOURNAL DETAIL 2013 1 TO 2013 12

ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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**7120 AFFORDABLE HOUSING TRUST FUND**

**7120 AFFORDABLE HOUSING TRUST FUND**

7120 482000 EARNINGS ON INVESTMENT	0	.00	-114.45	.00	114.45	100.0%
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2013/01/000301 07/31/2012 CRP	-58.62	REF 23388				
2013/02/000217 08/31/2012 CRP	-55.83	REF 23625				

7120 483000 CONTRIBUTIONS AND DONA	0	.00	-400,000.00	.00	400,000.00	100.0%
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2013/02/000194 08/28/2012 CRP	-300,000.00	REF 23463				
2013/04/000059 10/04/2012 CRP	-100,000.00	REF 23782				

7120 500149 AFFORD HOUS 82 MAIN 5/	0	100,000.00	17,951.00	.00	82,049.00	18.0%
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2013/01/000375 07/01/2012 BUA	100,000.00	REF soy				
2013/03/000171 09/25/2012 API	75.00	VND 000866				
2013/03/000171 09/25/2012 API	76.00	VND 003561				
2013/03/000171 09/25/2012 API	475.00	VND 006320				
2013/04/000041 10/02/2012 API	17,325.00	VND 006347				

7120 511000 AFFORD HOUSE TRUST SA	0	.00	4,860.18	.00	-4,860.18	100.0%*
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2013/01/000064 07/13/2012 GNI	322.40	REF 02P13				
2013/01/000118 07/20/2012 GNI	314.34	REF 03P13				
2013/01/000141 07/27/2012 GNI	314.34	REF 04P13				
2013/02/000020 08/03/2012 GNI	419.12	REF 05P13				
2013/02/000055 08/10/2012 GNI	314.34	REF 06P13				
2013/02/000097 08/17/2012 GNI	386.88	REF 07P13				
2013/02/000139 08/24/2012 GNI	346.58	REF 08P13				
2013/02/000185 08/31/2012 GNI	370.76	REF 09P13				
2013/03/000032 09/07/2012 GNI	378.82	REF 10P13				
2013/03/000104 09/14/2012 GNI	394.94	REF 11P13				
2013/03/000123 09/14/2012 GRV	-394.94	REF 11P13				
2013/03/000130 09/14/2012 API	394.94	VND 001508				
2013/03/000176 09/21/2012 GNI	403.00	REF 12P13				
2013/03/000210 09/28/2012 GNI	459.42	REF 13P13				
2013/04/000030 10/05/2012 GNI	435.24	REF 14P13				

7120 578000 AFFORD HOUSING TRUST F	220,084	300,114.45	17,416.68	.00	502,782.01	3.3%
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2013/01/000011 07/03/2012 API	1,000.00	VND 006194				
2013/01/000075 07/17/2012 API	13,500.00	VND 006194				
2013/01/000095 07/17/2012 API	221.00	VND 000453				
2013/01/000134 07/24/2012 API	730.00	VND 006227				





**TOWN OF NORFOLK  
BOARD OF SELECTMEN**

**R. WILLIAM CONKLIN**

Name

**65 GROVE STREET, NORFOLK, MA 02056**

Address

At a meeting of the Board of Selectmen held this date, July 10, 2012

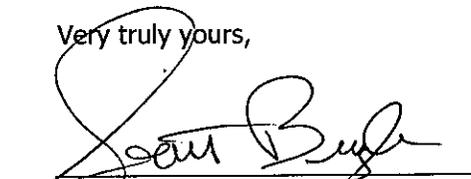
you were appointed **MEMBER: MUNICIPAL AFFORDABLE HOUSING TRUST FUND  
COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Term expires June 30, 2014

Please present yourself to the Town Clerk to be qualified for office.  
***Failure to be sworn in will disqualify you from serving in office.***

Very truly yours,

  
Board of Selectmen

Then personally appeared the above named \_\_\_\_\_  
and was duly sworn to perform the duties of the office within named.

Date \_\_\_\_\_ Town Clerk \_\_\_\_\_

On this date, I have received a copy of the Open Meeting Laws \_\_\_\_\_



**TOWN OF NORFOLK  
BOARD OF SELECTMEN**

**SANDRA SMITH**

Name

**7 FREDRICKSON ROAD , NORFOLK, MA 02056**

Address

At a meeting of the Board of Selectmen held this date, March 19, 2012

you were appointed **MEMBER: MUNICIPAL AFFORDABLE HOUSING TRUST FUND  
COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**TOWN OF NORFOLK  
BOARD OF SELECTMEN**

**SCOTT DITTRICH**

Name

**7 HOOVER ROAD, NORFOLK, MA 02056**

Address

At a meeting of the Board of Selectmen held this date, July 10, 2012

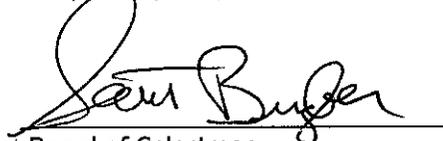
you were appointed **MEMBER: MUNICIPAL AFFORDABLE HOUSING TRUST FUND  
COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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