

Norfolk Municipal Affordable Housing Trust
Meeting Minutes
December 11, 2012
Room 124 @ Town Hall

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

Scott Dittrich called the meeting to order at 12:05.

Susan Jacobson reported that 98 Cleveland Street may close by the end of December.

Scott Dittrich would like open house signs placed in front of each of the homes. Susan Jacobson will check with Marian Harrington to make sure this is not a violation of the sign bylaws.

Jim Lehan reported that he has not had time to work on the procedures manual. He will get it done in January.

Susan Jacobson reported that the closing on 47 Rockwood Road will not happen until the beginning of January. She expects 24 Mirror Lake and 25 Boardman Street will close in late January.

Scott Dittrich asked when the Trust should request funding from CPC. Jim Lehan said the Warrant will be opened in late January and closed late February. Susan Jacobson will request he be placed on the next CPC Meeting Agenda.

Mark Henney reported that there has been no Real Estate activity over the last two weeks.

Scott Dittrich reported that Random Smile has an annual Gala on February 9, 2012. He will not be able to attend but he thought it would be a good idea to present Paul Molla with a token of our appreciation.

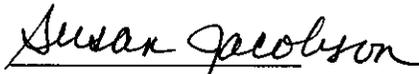
Jim Lehan suggested a citation from the State House. Scott Dittrich will ask Bill Crump to write up what will be said when the Citation is presented.

The Trust will meet again on January 9, 2013.

A motion was made by Tom Cleverdon to approve the minutes from November 27, 2012 and October 23, 2012. It was seconded by Mark Henney and it **was so voted**. All were in favor.

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

Respectfully submitted,



Susan Jacobson, Administrative Assistant



Tom Cleverdon, Clerk