

## Norfolk Municipal Affordable Housing Trust

### Meeting Minutes

January 8, 2013 *sj*

Present: Scott Dittrich, William Crump Mark Henney, Bill Conklin and Susan Jacobson.

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

#### **Lottery/Applicants:**

There are three available applicants and there is a possibility of a 4<sup>th</sup>.

#### **General Business:**

Mark Henney wondered if we should put some oil in the tank at 47 Rockwood Road. A motion was made by Bill Crump made to put 50 gallons of oil in the tank at 47 Rockwood Road. It was seconded by Sandy Smith and it **was so voted**. All were in favor.

Susan Jacobson provided updates and closing dates for each property.

Jack Hathaway joined the meeting to discuss the Regulatory Agreement with regard to 25 Boardman Street. Susan Jacobson will contact DHCD for additional information.

A motion was made by Bill Crump to change and accept the Administrative Assistant position to the Affordable Housing Coordinator position. It was seconded by Bill Conklin and it **was so voted**. All were in favor.

Susan Jacobson reported that there has been some discussion about the outside condition of the garage at 47 Rockwood Road. An estimate from Craig Hurder to vinyl side the property was reviewed and determined not to be economical. Scott Dittrich said the Lions Club is looking for a Community Project and he is sure they would paint the garage if the Trust paid for the paint. This will be revisited in the Spring when weather permits painting.

#### **234 Main Street:**

Bill Crump is scheduled to meet with Paul Molla on Friday 1/10/2013 to discuss doing another project at 234 Main Street. There is a septic report that will be attached to these minutes.

A motion was made by Bill Conklin to have Bill Crump review the numbers, and if they fit within the model, Mark Henney will be notified and is authorized to make an offer on the 234 Main Street property of up to \$150,000. It was seconded by Sandy Smith and it **was so voted**. All were in favor.

A motion to adjourn was made by Bill Conklin at 1:45 p.m. It was seconded by Sandy Smith and it **was so voted**. All were in favor.

Respectfully submitted,

  
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Susan Jacobson, Affordable Housing Coordinator

  
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Tom Cleverdon, Clerk

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AGENDA

January 8, 2013

- ✓ Property Updates ✓
- ✓ Lottery Applicant and Procedure Update ✓
- ✓ AHC Job Description - supportive ✓
- ✓ Landscaping Holdback/47 Rockwood ✓
- ✓ Garage 47 Rockwood - supportive as long as reasonable price
- ✓ 234 Main Septic Report ✓
- ✓ Registered Regulatory Agreements ✓  
25 Boardman

Jan 16<sup>th</sup>

CPC 8:30

Reminder to

29th @  
12:50