

**Norfolk Municipal Affordable Housing Trust**  
**Meeting Minutes, April 30, 2012** 3588  
**Room 124 @ Town Hall**

Present: Bill Crump, Tom Cleverdon, Jim Lehan, Scott Dittrich, Sandra Smith and Susan Jacobson

Scott Dittrich called the meeting to order at 12:10 p.m.

**Property Updates:**

Susan Jacobson brought everyone up to speed on the closing dates for all of the properties.

**98 Cleveland Street/76 North Street Yard Maintenance:**

Tom Cleverdon made a motion to approve J. Sherrick Landscaping to mow the lawns every other week for \$45.00 each. It was seconded by Jim Lehan, and it **was so voted**. All were in favor.

Scott Dittrich informed the Committee that Officer Shannon suggested we park a vehicle at 98 Cleveland Street. We will provide him with keys to both homes so he can randomly check in on them.

**Medway Branch Street Homes:**

Jim Lehan said that Walter Mailer had asked if we would take a lump sum payment and have the homes built. He offered \$450,000, and Jim Lehan felt we could get \$500,000. He checked with Craig Hurder and Craig said his cost to build the homes was about \$190,000. You also have to add the septic system in at around \$20,000. Jim Lehan felt that we should continue with our original agreement and have Walter Mailer build the homes. The Trust would be required to put this out to build and prevailing wage would significantly increase the cost.

Bill Crump made a motion to have Jim Lehan go back to Walter Mailer and inform him that the Trust was not interested in his offer. It was seconded by Tom Cleverdon, and it **was so voted**. All were in favor.

Jim Lehan asked what the Trust wanted to do if returns with a better offer. It was decided that the motion could be reconsidered.

**Town Meeting Presentation:**

Bill Crump provided an update on the Town Meeting presentation. He is going to take Scott's annual report condense it down and show slides. The time limit is three minutes. Bill Crump will make the presentation.

**234 Main Street:**

Susan Jacobson informed the Trust that there could be a problem with the broker's fee. The broker was representing that the fee should be paid by the Trust. All were in agreement that this was incorrect.

Susan will keep Scott Dittrich informed on this matter. If all works out favorably we should be closing on May 2, 2013.

**Housing Coordinator Hours:**

Scott Dittrich asked Susan Jacobson to inform the Trust of the number of hours she is working and when she is working them. Susan Jacobson reported that she is currently being paid for 25 hours per week, and she is averaging about 30 every other week and earning compensatory time for any hours above 25. Her hours are 8:00 -2:30 Monday – Thursday and is often in the office later in the day and on weekends meeting with potential lottery applicants and winners. During the months of July & August, Susan will work two ten hour days Monday and Tuesday and will determine when she works the additional five hours based on the lottery schedule.

**Potential Purchases:**

Scott Dittrich would like to go back and take a look at the ranch on Union Street. The price has come down. Susan Jacobson will contact the broker and set up an appointment for the Trust to see the home again. Jim Lehan said he was approached today about 4 Chestnut Street. It is a buildable lot. The Trust is looking to for additional properties. There was general discussion about this property.

A motion was made by Sandy Smith to adjourn the meeting. It was seconded by Bill Crump, and it **was so voted**. All were in favor.

Meeting adjourned at 2:10 p.m.

Respectfully submitted,

  
Susan Jacobson  
Affordable Housing Coordinator



Thomas Cleverdon, Clerk