

Norfolk Municipal Affordable Housing Trust

Meeting Minutes

April 9, 2019

Contract Renewal Affordable Housing Director

At the last meeting there was a request from Jim Lehan for the Affordable Housing Trust Director to return to her role full-time. Jim said there had been discussion about this as early as last August. Susan had accepted the Executive Assistant Position after Marian's departure and handling both jobs is not going to work out. Shortly after Jack Hathaway had announced his retirement and Marian Harrington was retiring and Susan did not want to abandon that ship until a new Town Administrator had a chance to get his or her feet on the ground. Rich McCarthy also spoke at the last meeting indicating that his office required assistance with 40 B Developers, SHI Units and other affordable housing matters.

A motion was made by Tom Cleverdon to enter into a 3 year contract with Susan Jacobson to return to the role of full time Affordable Housing Director the term of this contract is for three fiscal years commencing on April 19, 2019 and running through June 30, 2022.

The Compensation will be April 9, 2019 – June 30, 2019 = \$33.65 per hour for (40 Hours per week) \$70,000.00. (It should be noted that Susan provided the Trust with comparable job descriptions with salary ranges running from \$72,000-84,000). Contract is attached. Jim added that Susan was taking a pay decrease.

It was seconded by Sandy Smith and so voted.

Lottery Update: Nothing new to report at this time.

Financial Update: No expenditures other than salary and other benefit costs.

There will be a site visit at 1 Hunter Ave for purchase consideration. This is a private home and is not open to the public. No deliberations will take place at this site.

The Trust will return to Town Hall to deliberate.

A motion to adjourn and move on to 1 Hunter Avenue was made by Tom Cleverdon. It was seconded by Mark Henney and so voted.

Respectfully submitted,

Tom Cleverdon, Clerk

Susan Jacobson, Director

