

Norfolk Municipal Affordable Housing Trust Meeting

January 8, 2020

Present: Tom Cleverdon, Bill Conklin, Sandy Smith, Blythe Robinson, Shana Kennedy, Blythe Robinson, Mark Henney, Scott Bragdon/Human Resource Director.

Tom Cleverdon called the meeting to order at 3:00 PM.

Scott Bragdon attended the meeting to present information and an insurance quote to the Trust.

Tom said that Susan had spoken to him about an Insurance issue. Scott said that the liability insurance is through MIAA. They are a collaborative we purchase insurance through and they are very up to date with all of the new regulations. Scott said MIAA is a very strong organization. He said unfortunately Housing Trusts have been seeing losses and therefore the Trust is no longer covered under the Town's insurance. Scott said three or four years ago they stopped covering our unsold properties and we had to go out and buy private insurance for those properties. Scott said this year they have dropped the Trust from their coverage. Scott is out on the market to get the Trust insurance and he anticipates having that quote within a week or so. Blythe asked if we were not covered under the general liability as public officials. Scott said the Trust is not currently covered.

Tom asked specifically what this insurance would cover. Scott said that it would cover them as Trustees of the Trust if they were to get sued. They would retain counsel on the Trusts behalf and then personally.

Tom asked if we decided or does Scott determine which coverage we take. Scott will make a recommendation and the Trust will be responsible for payment of the policy.

Cyndi Andrade attended to discuss some potential projects that may be something the Trust could do with CPC as a joint project. Susan discussed the property located at 43 Rockwood; she was contact by the Attorney who represents the property owner. The Building Official agreed that there was a right to have it as a commercial endeavor. The abutters Mr. & Mrs. Simpsons appealed it to the ZBA and the ZBA agreed with the Simpson and said that there was a breach in use. Mr. Lorusso sued the Town and the Simpson's he is in agreement with the Building Commissioner. Cyndi Andrade was also contacted by Mr. Lorusso's Attorney (Nanicelli). Tom said if we buy the property the lawsuit goes away and a lot of work would have to be done to that property. Mark asked if there was a kitchen in the property and feels that it would be a very expensive project for the Affordable Housing Trust. Tom said we would have to do a lot to bring this house to the level that we would need. Cyndi said that there she was here to see if we had any interest so she could return to CPC with whether or not the Trust is interested. Tom said that he did not feel it was something the Trust would focus on. He does not believe the Trust wants to buy the property, Cyndi said that they would be the funding mechanism. Mark said he would love a joint venture with CPC.

Cyndi said someone approached Betsy Fijol and Betsy came to Cyndi regarding the property located at 373 Main Street property the owners approached the town about selling the property to the Town a few

years ago. The owner said his mother was not ready to get rid of the property but now they are. Cyndi said that the total appraised value is \$31,500 it is a four acre parcel the house needs to be torn down with several out buildings that need to come down. The owner claims you can get two buildable lots with a variance and he said a 40B project is possible as well. Mark asked if it backed up to the railroad tracks. He said he would want more than \$310,500. Shana asked what a variance would be required? Cyndi said she has not walked the property she said this is due diligence they do not just turn people down they walk properties. She said they wondered if the Affordable Housing Trust would be interested. Blythe explained the prevailing wage laws and how they work. If the town is doing something on behalf of a community that could be considered skirting the 30B laws. Cyndi can arrange a time to walk the property and do a site inspection.

Tom said we will do our homework on both properties and get back to Cyndi. Cyndi will report back to her board.

Rich is going to discuss potential bylaw changes/edits. Rich said we had talked at a prior meeting about making some changes to the Inclusionary Bylaw. Rich said when we had Cranberry Heights they wanted to do a two family there was confusion in the language of the Bylaw. Rich said as they plan progressed there was discussion if it made sense. He wondered if we should give consideration to try and take a look at it. Rich said we did do a Payment in Lieu with Medway Farms and reported he had made his first payment.

There was a question about the number we came up with. Rich said he and Susan had a looked at some other communities and he felt that we had a good formula. Rich said we could just remove it from the bylaw so there is no false hope that it could apply. Then we should look at the methodology and language that came from the Housing Production Plan.

See agenda Conferences

Susan discussed the upcoming conference and said if anyone would like to attend to let her know. Tom and Susan may be attending. Susan also informed the group that she had passed the Massachusetts Public Housing Administrator Certification Program. This course relates to the low and very low income rental units and housing authorities. Susan participated in the program to gain experience in rental affordable units and how to calculate rents. Susan will be awarded her certificate at the Spring Conference in May.

Drop Session:

Susan and Tom have discussed having office hours at Town Hall. This would be similar to the Select Board's office hours. Residents can come in and discuss any concerns or ask any questions regarding Norfolk's Affordable Housing Program and how this program works. Susan and Tom will set up a schedule for these sessions to begin.

Media:

Susan will reach out to the local paper to see if they are willing to do an article about the Trust and what specific benefits it provides to the Town.

Susan discussed the possibility of beginning some ground work to contact other local towns to see if they are interested in shared services of the Affordable Housing Director. It would take some time to determine how much time each municipality would need monthly and it may require hiring an Assistant. The benefit to this would be the employee costs would be shared by the number of communities that participate. Rich said that there has been discussion at his SWAP Meetings about the potential to have a regional housing office. The Trust was supportive of this initiative.

Susan presented the following minutes for approval. She said that some may have already been approved but that she was reviewing all minutes to make sure they have all been approved.

A motion was made to approve the following minutes was made by Sandy Smith. It was seconded by Bill Conklin and so voted. All were in favor.

A motion was made to allow Tom Cleverdon to make the decision for the selection of the Insurance for the Trust's policy. It was seconded by Blythe Robinson and so voted. All were in favor.

Blythe Robinson said that she asked the DPW how things were going at 8 Medway Branch she wanted to report that all was great and the homeowner was very happy.

A motion to adjourn was made by Shana Kennedy at 4:35 PM. It was seconded by Mark Henney and so voted. All were in favor.

Meeting adjourned:

Respectfully submitted,


Susan Jacobson, Director

Sandy Smith, Clerk

