

Office of the  
Townsend Housing Authority  
272 Main St., Townsend, MA. 01469

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Susan Congdon, Clerk (2019), Laura E Shifrin (2020), Chairman and  
Kevin Smith (2018) General Member  
State Appointed Representative: TBD

## APPROVED MINUTES OF MEETING

May 4, 2017

7:00 p.m. at Town Hall, Picnic Table in rear of building

### I. Preliminaries:

- I.1 Call to order: 7:00 p.m.
- I.2 Additions/Deletions to agenda (see report from State rep added) the board welcomed back Susan Congdon.
- I.3 Roll call: Susan Congdon, Laura Shifrin, Kevin Smith
- I.4 Approval of Minutes: NONE were presented at this time
- I.5 It was moved seconded and approved to elect Laura Shifrin as Chairman, and Susan Congdon as Clerk
- I.6 Discussion on State Rep to be placed on next agenda
- I.7 Karen Chapman's vacated position will be posted
- I.8 Unforeseen at posting of this agenda—Site Walk—Michele D. has been contacted regarding a site walk which pertains to the veterans housing we are working on. All members agreed to try to be there for this site walk

### II. Appointments: NONE

### III. Work Session: Veteran's Housing Project--update

The following is the update from State Representative Sheila Harrington. Thursday, May 4, 2017

I am sorry that I cannot attend your meeting this evening as I have 2 other events to attend. Please keep me in the loop for your upcoming meetings.

"The person with whom I have been in discussion is a man by the name of John Radka. He runs the Veterans Northeast Outreach out of Haverhill. He presently managing approximately 163 units for Veterans through Veterans Northeast outreach program. He has worked on developing veterans housing projects, like the one in Haverhill, across the State. He was highly recommended by Secretary Urena as well as the legislator from Haverhill. He said he would love to come to a meeting to give us guidance even if he doesn't end up managing our project. He said he is committed to doing whatever he can to help Veterans. I think we should get him in for a meeting. Thanks!"

We are hoping that our State Rep and John Radka will be able to attend our next meeting.

IV.

- IV.1      Review mail since last meeting: Susan Congdon has read all the mail that came in and there are several letters that need to be mailed out. Jeanne Hollows has a form letter that we used to send out as we do not have rental housing that we facilitate as a board.

V.      Other/New Business

- V.1      Our next meeting date will be held on Wednesday, June 21, 2017 at 7:00 p.m. Hopefully we will have access to the Town Hall.
- V.2      Meeting was adjourned at 7:20 p.m.