



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

Chairman: Laura E Shifrin (2020)

General Member: Kevin Smith (2018)

Clerk, Susan Congdon (2019)

State Representative: Chaz Sexton-Diranian (2022)

Appointed Tenant Seat is vacant

AGENDA

Monday, November 13, 2017 7:00 p.m. CANCEL by Linda Kirwin
Community Room First Floor @ Townsend Woods RCAP Rep at 3:58
70 Dudley Rd., Townsend, MA. 01469 p.m. on Thursday, November 9, 2017

New location confirmed for Thursday, November 16, 2017 by Paul Martin Commander of the West
Townsend VFW which will be this meeting's location. 7:00 p.m.

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

I. Preliminaries:

- 1.1 Call to order:
- 1.2 Roll Call:
- 1.3 Announce that the Meeting is being recorded
- 1.4 Pledge of Allegiance
- 1.5 Additions/Deletions to agenda unforeseen:
- 1.6 Approve the meeting Minutes of Friday, October 27, 2017. Votes May be Taken
- 1.7 Report on Tenant Seat appointment
- 1.8 Chaz Sexton-Diranian to read the OML violation of 10/27/2017 issued by Cindy King
- 1.9 Discussion regarding the response to the OML violation just read. Votes May be Taken

II. Appointments: Lionel Romain, Director of Housing for Central and Western Massachusetts
Community Economic Development (CEDAC)

III. Work Session:

- 3.1 Veteran's Housing—open discussion PUBLIC FORUM—Chaz to facilitate
- 3.2 Mail
- 3.3 Next Meeting Date: TBD
- 3.4 Adjourn

CC: Kathy Spofford, Town Clerk

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."



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

Chairman: Laura E Shifrin (2020)

General Member: Kevin Smith (2018)

Clerk, Susan Congdon (2019)

State Representative: Chaz Sexton-Diranian (2022)

Appointed Tenant Seat is vacant

AGENDA

Monday, November 13, 2017 MEETING

SELECTMEN'S CHAMBERS Town Hall

THIS IS A OPEN MEETING AND ALL ARE INVITED TO ATTEND

*Cancelled
per
Linda
Korwin
RCAB*

I. Preliminaries:

- 1.1 Call to order:
- 1.2 Roll Call:
- 1.3 Announce that the Meeting is being recorded
- 1.4 Pledge of Allegiance
- 1.5 Additions/Deletions to agenda unforeseen:
- 1.6 Approve the Minutes of Friday, October 27, 2017 meeting. Votes May be Taken
- 1.7 Report on Tenant Seat appointment
- 1.8 Chaz Sexton-Diranian to read the OML violation of 10/27/2017 issued by Cindy King
- 1.9 Discussion regarding the response to the OML violation by Cindy King

II. Appointments: Lionel Romain, Director of Housing for Central and Western Massachusetts Community Economic Development (CEDAC)

III. Work Session:

- 3.1 Veteran's Housing—open discussion PUBLIC FORUM—Chaz to facilitate
- 3.2 Mail
- 3.3 Next Meeting Date: TBD
- 3.4 Adjourn

CC: Kathy Spofford, Town Clerk

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Townsend Housing Authority met on 9/18/17.
 On 9/25/17 I submitted an OML Complaint to the THA Chair.
 The next scheduled meeting of the THA was 10/23/17. That meeting was cancelled due to lack of a Quorum. The meeting was posted. Agenda and attachments are included in this complaint. The attachments included a DRAFT of the meeting minutes of 9/18/17 and a "Focus Group report of 9/14/17...".
 The next scheduled meeting is 9/27/17. Agenda is posted with attachments including a CORRECTED draft of the 9/18/17 minutes, a copy of my original OML Complaint of 9/25/17, and an email from AGO denying an extension request dated 10/24/17.
 No other meetings for the THA have been posted for this time period.
 The DRAFT of 9/18/17 attached to the agenda for 10/27/17 has significant changes, additions and deletions from the version attached to the agenda for 9/23/17. The Agenda for 9/27/17 item 1.6 states "...redrafted from input of the board and attached...". Changes made to the DRAFT include changing wording from "report" to "summary" as well as other additions. The Focus Group Report attachment has been deleted from the minutes for 9/18/17 although it WAS presented. The THA admits, in the posting of the 10/27/17 agenda, that it met or discussed outside of a posted meeting the contents of the minutes and proposed changes to the DRAFT.
 The action appears to be a deliberate violation of the OML. The action appears to be a deliberate attempt by the THA to cover-up evidence of the original OML violation based on the changes that were made to the minutes of the 9/18/17 meeting.

Items
 were
 done
 per
 her
 Open
 Meeting
 Law
 Violation
 Complaint

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

I request that the THA attend to the original OML violation and make corrections to their actions to come into compliance instead of denying that their actions have occurred as evidenced by public records. I further request that the THA comply with the OML by ceasing to discuss matters outside of a posted meeting. I request that ALL members of the THA attend an Open Meeting Law in person training. I request that the unlawful changes to the documents as mentioned above be publicly admitted to and corrected.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

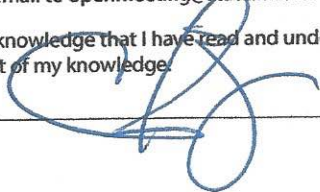
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____



Date: 10/27/17

For Use By Public Body	For Use By AGO
Date Received by Public Body:	Date Received by AGO:

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

I reviewed th OML 9/25/17 and discovered that the actions below may constitute a violation.
IAW MGL CH 30A S18 Definitions - "Public body", a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however, that the governing board of a local housing, redevelopment or other similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that "public body" shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.
A subcommittee was established at the Housing Authority meeting on 8/21/17 during which I was in attendance. The subcommittee was referred to by the Housing Authority as a subcommittee, focus group, task force etc. This is noted in the Youtube video posted by the Housing Authority as well as in the minutes of the meeting as a group identified "to make recommendations for outreach and report at our next meeting". The group met and did make a report at the next meeting of the Housing Authority on 9/18/17. This subcommittee meeting was not posted. Emails have been shared between possible members of the subcommittee indicating that a meeting was held and another is scheduled. During the meeting of 8/21/17, I asked if appointments needed to be made but was told by the Chair, Laura Shifrin, that this group was "just a Task Force or Subcommittee ... to report back" - YouTube 1:27.10.
The definition was further discussed at the Housing Authority meeting on 9/18/17, also on YouTube, to call the group a focus group and not a subcommittee or task force but the function or mission remains the same. Votes of the group were reported.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

I request that the Housing Authority properly appoint members to the subcommittee or task force or focus group as required. I request that meetings of this group are posted and minutes are kept as required. I request that this occur prior to the next scheduled but unposted meeting of 9/28/17, 7PM at the Townsend VFW or that this subcommittee be dissolved and that all business be conducted during regular meetings of the Housing Committee.

Action Taken Per your Request on 10/27/2017

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

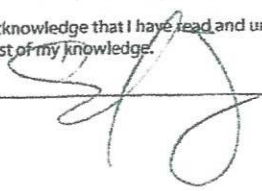
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____



Date: _____

9/25/17

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:



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

RECEIVED
OCT 25 2017

TOWN OF TOWNSEND
TOWN CLERK
11:42 AM

Chairman: Laura E Shifrin (2020)

General Member: Kevin Smith (2018)
Clerk, Susan Congdon (2019)
State Representative: Chaz Sexton-Diranian (2022)
Appointed Tenant Seat is vacant

AGENDA

5:00 p.m. Friday, October 27, 2017

Meeting Room 2 lower level Town Hall

THIS IS A OPEN MEETING AND ALL ARE INVITED TO ATTEND

I. Preliminaries:

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Announce Meeting is being recorded
- 1.4 Pledge of Allegiance
- 1.5 Additions/Deletions to agenda unforeseen
- 1.6 Approve Minutes of Monday, September 18, 2017-redrafted from input of the board and attached—Votes May Be Taken
- 1.7 ~~Announce State Representative Chaz Sexton-Diranian was sworn in on 10-06-2017~~
- 1.8 Address Vacant Tenant Seat as mandated by the State and position posted per Town Clerk on 10-11-2017: Application received. Votes May Be Taken
- 1.9 Address OML violation issued by Cindy King—Read out loud
- 1.10 Read and Discuss Response (request for extension was denied see attached) to OML violation —Votes May Be Taken
- 1.11 Report from Kevin & Chaz regarding the 9/20/17 meeting w/ConCom

Board member Reported to Chair

II. Appointments: None at this time

III. Work Session: No Work Session this evening

- 3.1 Next Meeting Date: November 13, 2017
- 3.2 Adjournment

CORRECTED Draft of Minutes for THA 9/18/2017 meeting attached

Report removed — Because you asked

CC: Kathy Spofford, Town Clerk

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."



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

Attachment to
10/23/17
AGENDA
BUT NOT on 10/27/17
AGENDA

Chairman: Laura E. Shifrin (2020)

General Member: Kevin Smith (2018)

Clerk, Susan Congdon (2019)

State Representative: Chaz Sexton-Diranian (2022)

September 14, 2017

RE: Veteran's Housing Project - Focus Group Discussion - Report to the THA

This was planned as an informal gathering of volunteers interested in assisting the THA in gathering information regarding interest and need for a veteran's housing facility. As was discussed in a posted and videotaped meeting of the Full THA on 08/21/2017, interested parties met sharing interests, thoughts and ideas associated with said project. In this informal group, we were looking at ways to focus on target discussions for future meetings.

Four areas of focus targeted were:

Area One: Focus group dedicated to a) the structural housing possibilities and b) services necessary for veterans.

Area Two: Focus group dedicated to looking at what local areas to include – Townsend, Pepperell, Ashby, Groton. Also, possible towns to include are Ayer and Shirley.

Area Three: Focus group dedicated to community outreach – utilizing available resources and an electronic questionnaire for full community input.

Area Four: Focus group dedicated to State Funded services to include invisible injuries and transportation for care. This will include input from State Representative Sheila Harrington.

As reported to the THA on 09/18/2017

Respectfully;
Chaz Sexton-Diranian
State Appointed Rep, Nominee

Removed
Per Your
Request
on 10/25/2017

CC: Kathy Spofford, Town Clerk, Michele Decoteau, Town Hall Staff Representative, Townsend Housing Authority

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."



Attached to
10/27/17
SberndA

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

Chairman: Laura E Shifrin (2020)

General Member: Kevin Smith (2018)
Clerk, Susan Congdon (2019)
State Representative Nominee: Chaz Sexton-Diranian
Appointed Tenant Seat is vacant

DRAFT MINUTES: Monday, September 18, 2017

Location: Selectmen's Chambers, Town Hall, Main St., Townsend, MA. 01469

I. Preliminaries: Meeting was called to order at 7:01 p.m. by Chairman Laura E Shifrin

The meeting than began with the Pledge of Allegiance to our Flag and our Veterans in the audience were whole heartily thanked for their service. It was announced that the meeting was being taped and would be uploaded to U tube.

Chairman Shifrin announced that there would be a CHAPA letter had come in that day which the board would be address during their work session.

She also stated that Chaz Sexton-Diranian had been appointed by the State and we were just waiting for the hard copy letter.

Roll Call: Chaz Sexton-Diranian, Susan Congdon, Kevin Smith and Laura Shifrin. No Town Hall staff present.

A motion was made and seconded to approve the minutes Monday, August 21, 2017.

Change [Chaz Sexton-Diranian gave a summary of the fact finding group gathering that was held on 9/14/2017 at the VFW. Keith Jackson has stated that the VFW offered the room for any gatherings that will enhance the benefits of Veterans. These gatherings are open to the public.]

Chairman Shifrin announced that Chaz and Kevin would be meeting with Conservation Commission on Wednesday, Sept 20th regarding swapping some wetlands that are adjacent to the subject parcel. They will report back at the 10/23/2017 meeting.

There was a brief break to the meeting as we waited for State Representative Harrington
A Presentation was made by Laura Shufelt, Assistant Director of Community Assistance at MHP Massachusetts Housing Partnership. Carsten Snow-Elkelberg, Program Coordinator was also in attendance. Discussion ensued regarding, Needs assessment, Outreach event was discussed—surveys to be done first and grants needed (financial feasibility). RFP s to come later.

Our area now to include, Ayer, Shirley, Townsend, Pepperell and Ashby.

The next meeting will be held in Selectmen's Chambers on Monday, October 23, 2017 at 7:00 p.m.

Taped session adjourned at 8:30

Worried [The Board discussed presentation by MHP and decided that we are not ready to sign any contracts at this point. Chairman to send email to MHP and thank them for their presentation.]

The board addressed the CHAPA letter that will be responded to by Susan our Clerk.

Motion made and seconded to adjourn at 8:45 p.m.

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."

*Per Chaz
To
Present
to Board*

*Per ①
Ed
member
All changes
w/ emailed
info to
Chair*



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

RECEIVED
OCT 17 2017

TOWN OF TOWNSEND
TOWN CLERK 1:27pm

Chairman: Laura E Shifrin (2020)

General Member: Kevin Smith (2018)

Clerk, Susan Congdon (2019)

State Representative: Chaz Sexton-Diranian (2022)

Appointed Tenant Seat is vacant

AGENDA

7:00 p.m. Monday, October 23, 2017

GREAT HALL off Main Lobby of Town Hall

THIS IS A OPEN MEETING AND ALL ARE INVITED TO ATTEND

I. Preliminaries:

- 1.1 Call to order (In the absence of the Chair, State Representative will Chair the meeting)
- 1.2 Announce Meeting is being recorded
- 1.3 Additions/Deletions to agenda unforeseen
- 1.5 Pledge of Allegiance
- 1.6 Roll Call:
- 1.7 Approve Minutes of Monday, September 18, 2017
- 1.8 State Representative Chaz Sexton-Diranian has been sworn in 10-06-2017
- 1.9 Update on MHP—where we are since 9/18 meeting. CEDAC 11/13 Laurie
- 1.10 Report from Kevin & Chaz regarding the 9/20/17 meeting w/ConCom
- 1.11 Report of 9/28/2017 focus group w/Veterans—Chaz
- 1.12 Focus Group: Formality—Recommendations to Selectmen for appointment
- 1.13 Address OML violation issued by Cindy King

II. Appointments: None at this time

III. Work Session:

- 3.1 Mail since last meeting: Susan
- 3.2 What next?—Grant monies, Needs assessment, where are we?
- 3.3 Next Meeting Date: November 13, 2017
- 3.4 Adjournment

Removal
per you &
Resolve
to 9/27
complaint

Draft of Minutes for THA 9/18/2017 meeting attached
Focus Group report of 9/14/2017 gathering of VFW attached

CC: Kathy Spofford, Town Clerk

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."

Attachment to Posted meeting agenda
for 10/23/17



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

Chairman: Laura E Shifrin (2020)

General Member: Kevin Smith (2018)

Clerk, Susan Congdon (2019)

State Representative: Chaz Sexton-Diranian (2022) —

Appointed Tenant Seat is vacant

DRAFT MINUTES: Monday, September 18, 2017

Location: Selectmen's Chambers, Town Hall, Main St., Townsend, MA. 01469

I. Preliminaries: Meeting was called to order at 7:01 p.m. by Chairman Laura E Shifrin

The meeting than began with the Pledge of Allegiance to our Flag and our Veterans in the audience were whole heartily thanked for their service. It was announced that the meeting was being taped and would be uploaded to U tube.

Chairman Shifrin announced that there would be a CHAPA letter had come in that day which the board would be address during their work session.

She also stated that Chaz Sexton-Diranian had been appointed by the State and we were just waiting for the hard copy letter.

Roll Call: Chaz Sexton-Diranian, Susan Congdon, Kevin Smith and Laura Shifrin. No Town Hall staff was present.

A motion was made and seconded to approve the minutes Monday, August 21, 2017.

Chaz Sexton-Diranian gave a report of the fact finding group that was held on 9/14/2017 at the VFW

A written report is attached to these minutes.

It was mentioned that there is a standing invitation to all interested parties to attend all of our meetings.

Chairman Shifrin announced that Chaz and Kevin would be meeting with Conservation Commission on Wednesday, Sept 20th regarding swapping some wetlands that are adjacent to the subject parcel. They will report back at the 10/23/2017 meeting.

There was a brief break to the meeting as we waited for State Representative Harrington
A Presentation was made by Laura Shufelt, Assistant Director of Community Assistance at MHP
Massachusetts Housing Partnership. Carsten Snow-Elkelberg, Program Coordinator was also in attendance. Discussion ensued regarding, Needs assessment, Outreach event was discussed—surveys to be done first and grants needed (financial feasibility). RPS s to come later.

Our area now to include, Ayer, Shirley, Townsend, Pepperell and Ashby.

The next meeting will be held in Selectmen's Chambers on Monday, October 23, 2017 at 7:00 p.m.

Taped session adjourned at 8:30

The board addressed the CHAPA letter that will be responded to by Susan our Clerk.

Motion made and seconded to adjourn at 8:45 p.m.

Removal
because
of
your
Resolve
to
9/25
complaint

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."



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

Chairman: Laura E Shifrin (2020)

General Member: Kevin Smith (2018)

Clerk, Susan Congdon (2019)

State Representative: Chaz Sexton-Diranian (2022)

Appointed Tenant Seat is vacant

DRAFT MINUTES OF THE
5:00 p.m. Friday, October 27, 2017 MEETING
SELECTMEN'S CHAMBERS Town Hall
THIS IS A OPEN MEETING AND ALL ARE INVITED TO ATTEND

I. Preliminaries:

1.1 Call to order: 5:00 P.M.

1.2 Roll Call: Susan Congdon, Kevin Smith, Laura E Shifrin, Chaz Sexton-Diranian

1.3 It was Announced that the Meeting is being recorded

1.4 Pledge of Allegiance was said by all

1.5 Additions/Deletions to agenda unforeseen: MHP & CEDAC report & Mail were added

1.6 Motion was Made and Seconded to Approve the Minutes of Monday, September 18, 2017 meeting. Minutes are attached.

1.7 It was Announced that we had received a letter from Community Housing Development that our new State Representative Chaz Sexton-Diranian and he was sworn in on 10-06-2017.

1.8 It was Moved, Seconded and Approved to appoint Bettyann Coleman to the Tenant Seat for our Board. Notification has been sent to our Town Administrator to put on the agenda of the BOS.

1.9 Chaz Sexton-Diranian read the OML violation issued by Cindy King

1.10 Laura Shifrin read and discussion followed regarding the response to the OML violation. Laura stated that she had spoken with the State Atty general's office and an extension to respond was denied. So we had this meeting as quickly as possible as the 10/23/17 meeting lacked a quorum. It was Moved, Seconded and Approved to immediately send the response as presented.

1.11 Report from Kevin & Chaz regarding the 9/20/17 meeting w/ConCom was presented and discussion ensued. Report is attached to these minutes. See video for discussion.

Additions: Laura Shifrin gave her report regarding response to MHP email.

Laura Shifrin stated that Lionel Romain will be in attendance at our November 13, 2017 meeting. Her written report is attached.

II. Appointments: None at this time

III. Work Session: Discussion was held regarding having a meeting at Townsend Woods and include residents in our meeting. Hopefully to answer their questions regarding some mis information that is spreading in that community.

3.1 Next Meeting Date: November 13, 2017 7:00 p.m. in Selectmen's Chambers

3.2 Adjourned at 5:53 p.m.

CC: Kathy Spofford, Town Clerk

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."

My report on 10/23/2017 ~~Report~~ on 10/27/2017 and attached to minutes

On 9/18/2017 we met with

Laura Shufelt <LShufelt@mhp.net>

and

Carsten Snow-Eikelberg, Program Coordinator

Who gave a presentation regarding the benefits of
Massachusetts Housing Partnership

Contact info--no need to read

160 Federal Street, Boston, MA. 02110

Work: 857-317-8583 Main: 617-330-9955

Email: csnow@mhp.net Web: <http://www.mhp.net>

We thanked them for coming out and they asked that we write a letter requesting their
assistance. However they mentioned the word CONTRACT.

Below is my response to their follow up

Hi Carsten

I am so sorry for the delay. I have had a death in my family and other issues that have
prevented me from being timely and I do apologize. I meant to thank you both the very next
day for coming to our last meeting and giving us your presentation.

As you know this is a long process. We had met with two other agencies before meeting with
you and we are still in the process of exhausting all our avenues of approach to this project.

At this point in time we have not sent a formal request letter and are not in a position to make
a decision to enter into any contract.

REGARDING CEDAC

After several attempts we finally have a meeting scheduled with CEDAC
Sara Barcan referred us to the individual who is the rep for this area.

We are meeting with him at our next meeting on Monday, November 13, 2017

Lionel G. Romain

Director of Housing for Central and Western Massachusetts

CEDAC_stacked_RGB small

71 King Street

Northampton, MA 01060

(office) 413-585-0031

(cell) 413-530-0188

10/25/2017

Gmail - OML Complaint of 9/25/2017



Laura Shifrin <laurie8884@gmail.com>

OML Complaint of 9/25/2017

Rush, Hanne (AGO) <hanne.rush@state.ma.us>
To: "Laura Shifrin; TownsendCenterRealty.com" <laurie@townsendcenterrealty.com>

Tue, Oct 24, 2017 at 11:51 AM

Ms. Shifrin,

I passed along your request to our Director, Jonathan Sclarsic. Because the extension request is being made outside of the 14 business day window, we will not grant an extension. That being said, our office would welcome the Board's response as soon as it is able to send it.

Regards,

Hanne Rush
Assistant Attorney General
Division of Open Government
Office of Attorney General Maura Healey
One Ashburton Place, Boston, MA 02108
Tel. (617) 963-2820

From: laurie8884@gmail.com [mailto:laurie8884@gmail.com] **On Behalf Of** Laura Shifrin;
TownsendCenterRealty.com
Sent: Tuesday, October 24, 2017 11:03 AM
To: Rush, Hanne (AGO) <Hanne.Rush@MassMail.State.MA.US>
Cc: Cindy King <ckingmsw@gmail.com>
Subject: OML Complaint of 9/25/2017

Per our conversation of this morning regarding our request for an extension to answer this complaint. I have attached the complaint as you asked.

[Quoted text hidden]



The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
 - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
 - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Cindy Last Name: King

Address: 1 W Elm St

City: West Townsend State: MA Zip Code: 01474

Phone Number: +1 (978) 503-7456 Ext. _____

Email: ckingsw@gmail.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Townsend Housing Authority

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: Sep 14, 2017