



Chairman, State Representative: Chaz Sexton-Diranian (2022) *Vice Chairman:* Laura E. Shifrin (2021)
Clerk: Natalie Call (2024) *General Member:* Courtney Borelli (2020) *Tenant Seat:* Vacancy (2020)

MINUTES APPROVED OCTOBER 10, 2019
Thursday September 12, 2019
Selectman's Chambers Town Hall

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

I. Preliminaries:

1. Call to order: Chair called the meeting to order at 7:00PM.
- 1.2 Roll call showed Natalie Call, Clerk (NC), Laura Shifrin, Vice Chairman (LS), Chaz Sexton-Diranian, Chairman (CSD) and Courtney Borelli, Member (CB) present.
- 1.3 CSD announced the meeting was being recorded.
- 1.4 Pledge of Allegiance
- 1.5 Chairman's Additions/Deletions: None
- 1.6 Vice Chair Report-LS reported on recent Montachusett Regional Planning Commission (MRPC) meeting. MRPC is working on mapping some nature trails in Townsend. MRPC created a marijuana overlay map that requires approval from the town as well. Discussed some community opportunities/grants that Land Use Coordinator, Lyndsy Butler (LB) will continue to look in to.
- 1.7 State Representative Report-CSD reported that he will be attending the Massachusetts Selectmen's Association training on Housing Choice Program. CSD also reported that he received a letter from Caring.Com requesting that the Board add their information to the Townsend Housing Webpage. CSD does not think this is the right time to advertise for other companies at this point, Board agreed. CB suggested a resource page as part of the webpage that may take place in the future. CSD also reported that Boards now have the ability to talk to town council and discussed the protocol to make an appointment. CSD also discussed that the state is encouraging creative ways to increase housing.

II. Appointment

- 2.1 Formal Welcome to Courtney B. to the THA. Officially been sworn in, has been attending meetings since January is a welcome addition.
- 2.2 Formal Welcome to Jodie – THA Administrative Assistant. Will be helping out at 5 hours per week. Discussed job functions and expectations.
- 2.3 State Representative Sheila Harrington-open discussion regarding Dudley Road project. Tabled



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III. Work Session:

- 3.1 Housing Forum – Date set –October 5, 2019 at 10AM-2PM at the Library Meeting Room. LB put a link on the webpage, public participation is welcome, Townsend residents input is valuable for information and future developments.
 - 3.1.1 Donation Letter – NC will go directly to Baileys and ask for donations similar to the last forum.
 - 3.1.2 Flyer for Water Bill – CSD and LB discussed putting a flyer in the water bill for the forum in October. Decided that the cost was too great and the timing not ideal. Will put flyers up around town and will advertise on social media to get the work out.
 - 3.1.3 MRPC Contact and Scope. MRPC will be running the forum, discussed meeting with John Hume, point person at MRPC to go over questions and expectations.
- 3.2 Feasibility Study for Dudley Road. CSD and LB discussed focusing more on getting the article in for the upcoming town meeting, then going through land court and moving forward.
 - 3.2.1 Thesis Students. CB discussed thesis timeline and potential as well as concerns. CB will be going to Wentworth in October and will continue the discussion with professors and report back. CB also suggested putting together a checklist of the Board’s expectations for this project to remain goal orientated.
- 3.3 Affordable Housing Trust Fund – Ayer – September 18, 2019. Training hosted by Ayer Affordable Housing Committee, Mass Housing Partnership will be presenting “Affordable Housing Trust Fund Training.”
- 3.4 Response from Town Counsel – LB and CSD have been working on the outstanding Tenant Position and the reformation of the Housing Authority. The goal is to retain funds and resources for the Town. Setting in motion the process to encourage housing production in Townsend. Discussing with town council changing the tenant position to general member. Board discussed keeping the tenant position as is and filling it with a tenant from an affordable housing unit in the Town.
 - 3.4.1 Outstanding Tenant Position-see above
 - 3.4.2 Reformation of THA-see above



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3.5 Correspondence/Clerk's Announcements- Reviewed mail, including mandatory referral from Planning Board, and monthly budget report from accountant. CSD would like to add discussion of accessory apartment to next agenda.

3.6 –Approve meeting minutes-none

Next Meetings to be held October 10, 2019 at 7PM and November 14, 2019 at 7PM

Adjournment LS moved to adjourn at 8:33PM. NC seconded. Unanimous.