



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

Chairman: Laura E Shifrin (2021)

General Member: Natalie Call (2019)

Clerk, Carol Tule (2023)

State Representative: Chaz Sexton-Diranian (2022)

Appointed Tenant Seat: BetteAnn Coleman (2020)

Draft Minutes of
Wednesday, October 3, 2018
Selectmen's Chambers

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

I. Preliminaries:

1.1 Chairman Shifrin called meeting to order at 6:30 p.m.

1.2 Roll Call: Natalie Call, Chaz Sexton-Diranian, Laura Shifrin (others in attendance were Michele Griener Land Use Co ordinator and Ray Jackson, Rail Trail rep

1.3 Chairman Shifrin Announced that the Meeting is being recorded

1.4 Pledge of Allegiance was said by all and Chairman Shifrin thanked all veterans present and at home for their service to our country.

1.5 Additions/Deletions to agenda unforeseen prior to 48 hrs of this meeting: Chairman Shifrin stated that she received a text from Carol Tule that she was at the hospital with her Mom so would probably not make the meeting. Chairman also received a call from BetteAnn Coleman that she had hurt her knee and should tend to that if we were having a quorum. Chairman told her to take care of her knee as a quorum was expected

1.6 Motion was made by NC and 2nd by CD to approve the meeting Minutes of August 15, 2018. Unanimously voted to approve.

1.7 Chairman's Report: Submitted Legal Opinion Requested Regarding \$10,000 to RCAP and there has been no response. Opinion requested 4 weeks ago.

1.8 MA. State Housing Rep Update was given by CD. His report is attached to these minutes. Chairman thanked Chaz for his hard work.

1.9 CD will get back to CS regarding expenses that the THA has had.

II. Appointments:

7:00 p.m. State Representative Shelia Harrington was called during the meeting as she could not attend in person. She has spoken with Francesco Renea and hopefully we have followup tomorrow with who will be in attendance from the Veterans Administration on

Public Forum Confirmed: Friday, October 19, 2018 at Senior Center: Noon to 2:00 p.m. Refreshments will be available (CD and LS are working on the refreshments)

Soldier On Rep John "Jack" Dowling Confirmed for Friday, October 19, 2018 Noon-2:00 p.m.

State Representative Shelia Harrington confirmed, Keith Jackson will be invited to speak as well. NC to confirm.

CC: Kathy Spofford, Town Clerk

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



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CD will work on the power point that will running as people walk in and mingle.
LS will do intro, CD will give presentation, Speakers, Question and answer period,
LS to do wrap up.

III. Work Session:

3:0 SH offered assistance on the flier from her husband. Which we appreciated. We hope to have fliers within the next week to distribute. CD will forward info and photos to her.

3.1 Mail: There was no mail tonight. After the last meeting and the length it took to read all the mail. It was decided to have summary only unless the board needed to take action.

3.2 DHCD report from Chaz—see attached report.

3.3 NC will work on the budget for fiscal 2019.

Next Meeting Date: Wednesday, October 24, 2018 at 6:30 p.m. Room to be announced when confirmed

Adjournment: CD motioned NC 2nd to adjourn meeting at 7:30 p.m. voted unanimously

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STATE REPRESENTATIVE TO THA REPORT

I. THA Web Updates:

- a. All updates to the THA web site for the town have been done and are current. All THA members are urged to view this content and submit any questions or changes to housing@townsend.ma.us.
- b. I would like to discuss the relevancy of current content and have a future discussion regarding adding a link designated exclusively to our Veteran's Project. We should also include information about our preparations for our upcoming housing plan and possibly a survey regarding community input regarding the Veteran's Project and other housing issues like our current outstanding wait list for elderly housing.
- c. I added an announcement about our community outreach that we are planning and am looking for thoughts about we are going to promote this event via the web site.
- d. I have no problem continuing to manage this web page in the future. The current process is not time consuming and is manageable for me.

II. THA Board Member Training:

- a. Per a request from the Chair, I provided you all with an e-mail on Aug. 27, 2018 with training resources for all members of the Housing Authority boards within the Commonwealth. This e-mail contains information that is mandatory for board members and should be read and completed ASAP. Technically, it should have been completed by all within 90 days of assuming a position as a member.
- b. The Department of Housing and Community Development (DHCD) has established and implemented a comprehensive training program for board members of state-aided Local Housing Authorities (LHA). Upon the request of the Chair, I have submitted everyone's email address to the department and am awaiting approval from DHCD on when we can gain access to the training modules. Once I get access approval, I will send you each your individual username (your e-mail address) and the designated password for the THA. This training is mandatory and once completed, notification will be automatically sent to DHCD and forwarded to myself, so I can report directly to the chair. Any questions about this can be answered by viewing the Public Housing Notice 2017-05 by the DHCD I provided a link to in my e-mail.
- c. I have also provided you with a link to a PDF of the DHCD Training Manual for Local Housing Authority Board Members. As elected and appointed board members we all need to be well-versed in what this manual contains. We have some important reporting that needs to be done in the upcoming months and this source will describe what we need to look at and how we go about doing it. I can talk with anyone off-line regarding specifics to this manual at any time.



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- d. Finally, as outlined in the e-mail was a 40B training for Local Boards and Officials being held on October 15th which Natalie and I are already confirmed to attend. If interested, you must apply via the web page sent as a link to you all.

III. State Representative to THA Meeting with ZBA

- a. This meeting has been set for October 17, 2018 and will be regarding interpretations of ZBA and THA thoughts regarding town bylaws and state regulations. Because this meeting has not taken place, I have nothing to report on at this time.

IV. Copies of THA Video of 7/16/2018

- a. I have burned the raw video on flash drives for the board. Please view this and being feedback to the Chair or myself with your comments. Barring none, the Chair and I will work with Hartley to get a completed edited version for our October 19th presentation.
- b. I will also prepare a PowerPoint presentation for the October 19th presentation outlining the THA progress over the last five years leading up to this project and introducing Soldier On to present their portion of the event. Within this presentation I will be able to insert the completed video.

V. Question Regarding Moderate Income Tenure for Accessory Apartment

- a. It was asked by the Chair in our last meeting "What happens to a deemed "moderate income housing unit" approved by the ZBA for special permit for a non-familial tenant that gets sold?" My answer, according to town bylaws, Chapter 145 – Zoning Article IX – Special Provisions, sub-section 36 states "... Any permit granted pursuant to this section shall be for five years' duration revocable upon sale of the property unless the buyer, by written notice to the Board of Appeals, agrees to the local housing agency or partnership program for the balance of the term."
- b. This also looks at the earlier question regarding the 15-year term associated with the affordable housing inventory on the Local Initiative Program (LIP) of the state Chapter 40B subsection regarding accessory apartments. I, therefore, need to discuss the long-term affordability section of our bylaws with ZBA to see what exactly our interpretation is before I got to the state with any further questions. Once I meet with the ZBA and get clarifications regarding this matter, I will be more informed, so I can enlighten us all on the THA.
- c. It is my understanding that a closer look at how the independent boards here in Townsend are being looked at regarding how inter-board issues are being handled. I would like to assist with this in any way possible. Like my upcoming meeting with the ZBA, I would be available to also talk with the Planning Board to improve this communication channel if the Chair wishes. Please feel free put this on a future agenda to discuss.



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VI. E-mail sent to Executive Assistant RE: Memo from last meeting

- a. E-mail was sent to Carolyn Smart, Executive Assistant regarding memo we received in our THA mailbox. Request to have electronic mail sent rather than paper as we rarely get a chance to get into Town Hall because of our full-time jobs. A request for a meeting or phone call was made and awaiting response.

Madam Chair I would be glad to give you a copy of this report for the minutes if you would like.