



*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  
Wednesday, August 15, 2018  
Selectmen's Chambers  
Town Hall

**THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND**

**I. Preliminaries:**

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

1.2 Roll Call: Natalie Call, Carol Tule, Chaz Sexton-Diranian, Laura Shifrin

1.3 The Chairman announced that the Meeting was being recorded and should appear at some point on YouTube.com

1.4 Chairman asked all to rise for the Pledge of Allegiance and thanked our veterans for their service to our Country.

1.5 Additions/Deletions to agenda unforeseen prior to 48 hrs of this meeting: Chairman announced that Member Bess Coleman was not feeling well and would not be with us this evening. Chairman further stated that she ran into MRPC CEO Glen Eaton and invited him in to our meeting. We then went to discussion with Mr. Eaton and went a bit out of order of the agenda (with not objections) Questions were asked regarding DLTA funds for feasibility study. Reminders have been sent. CBG grants were given to Townsend this year. Interesting points were made regarding the process and decision is that of the home owner. The homeowners select the contractors and they do sign a mortgage for the funds. There is a fee to discharge this mortgage. There will be 15 loans granted in Townsend. There is waiting list for these funds that the Town keeps track of.

**II. Appointments: (still out of order in our agenda without objection)**

Kim Craven, Chair's our Master Plan Committee. Kim presented where this has comes from the Spring to this date. She talked about the gathering of information and moving forward with survey monkey and in person sessions with the seniors. Some remarks made about the Charter "working hand in hand" Hopefully housing is a part of what goes into both documents. Funding is a big question. Chairman brought up the 2015 Housing Plan approved by the State and the Town. However 3 years later; the plan is just a plan and nothing has been done. No plan to implement —governments are not run like a business. The fact that it is not unique to Townsend; is not an excuse or the answer. That's not acceptable. Thoughts brought up: The cost of the new school. The empty store fronts. Kim stated about the money that was spent for assistance on the economic front.

Approval of the Master Plan sits with the Planning Board. State Statue states that the Planning Board approves the Master Plan. However; it is most likely good practice to bring the the Plan before a Town Meeting. Where does the money come from. Hopefully this will all be a process for those responsible

CC: Kathy Spofford, Town Clerk

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for certain tasks then departments will be "charged" with the task. There should be follow up after approval so there is some sort of continuity. Kim stated that the THA will be part of the interview group. Kim was thanked for her help.

1.6 Motion was made, seconded and Approved the meeting Minutes of June 20th.

Motion was made, seconded and approved the Soldier On visit in Agawam, MA. July 16th Minutes.

1.7 Chairman's Report: Thank you Glen for being here as the Chair had you on the agenda

1.8 Chaz reported on the D. Glidden Moderate income unit. The summary is that she decided not to do Moderate Income unit. Laurie recapped the 18 yrs from building of it as it was familial that did not have to meet Moderate. Question: Affordable Housing Unit when property is sold—new owner has ability to apply. Whoever reapplies it would be for the extended period of 15 years. The unit no longer counts as affordable unless the new applicant qualifies. Coppersmith Discussion of units lost to market value properties.

II. Continued.

7:00 p.m. Welcome back State Representative Shelia Harrington

2015 Housing Plan Review: Townsend Woods Opened 36 units counted—last HUD202 in the country not just in MA. It was our third try. At that time, (2011) we began our discussion on Veteran's Housing. November of 2015 meeting with Jay Ashe, Secretary Rainey of Veterans Affairs (3 months prior we had meetings with the LUC at the time. Shelia's aid left voice mail messages that were never answered because LUC was on medical leave. No one showed up for the Nov 19th meeting. No members of the THA were there. The State Reps were fine however there was no information from the Town. Now both these people 2 years later are asking what we need and where is this project going. We have been without staff assistance since Nov. 2015. Chaz began discussion with BOS regarding funds for feasibility study. The Chair of BOS asked for 2 years worth of minutes. They got a quote for feasibility study. That's as far as it went. Shelia mentioned that management companies do include obtaining those feasibility study (which we understand and is why we did all the interviews that we have done this past year) and we now have a full board.

From a discussion point of view V.Tidman will discuss with Agawam the real estate tax point of view and the equity part—we need to clarify—Soldier On offers some ownership—they participate like a share holder

Town Properties: the board now has a full list of Town Properties.

MIHP, Veterans North East, Veterans Outreach (not partner in building or management—they do more about jobs, Soldier On (we need to have them explain to an open forum)

Next Step?

RFP or not needed for partner—interviewed 4 who all wanted us to sign

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Discussion of Soldier On visit tape—hope to play this on DVD only at this point There was a discussion with Hartley regarding the editing of the DVD to make it more presentable. Currently no studio for town use. He may be able to get assistance from another access studio. Chaz made a motion to have Hartley edit the Tape to be able to put on YouTube. to get this done. Chaz will burn on a flash drive and will email to the board. or he will do a flash drive for each board member. Board will make suggestions for what will stay or go and that will be part of the public forum.

III. Work Session:

3.1 Mail: Carol read the mail that came into the board since the last meeting. Regarding some of the questions in the mail. Side discussion during the reading of mail.

What is the benefit to people having affordable units. Discussion about all information going to all boards that are relevant and there should be a packet of information that everyone gets the same information. Right now the only benefit that we know of is a 80% of value assessment tax break is applied to all accessory apartments that fall under the moderate income.

There was a request for what our staff or technical needs are. July 23rd memo. Chairman believes we should have gotten an email to answer something like this. No deadline date. Just said few weeks. Chaz said that he will respond to this email regarding our needs of staff, ink paper etc. that we have been doing on our own. Carol stated that she has an appointment set up with JK regarding our needs and would take care of picking up mail at least twice a week and pass our needs along to the TA. One of the letters needs to go back to Zoning regarding what they believe our (the THA) role is. They seem to have mixed up the Housing Authority and what the Moderate income housing. The 5 year rule applies to a family member living there and the renewal process per the Townsend Bylaw. A motion was made, seconded and approved to have Chaz set up a meeting with the Zoning Board of Appeals regarding decisions made regarding accessory apartments.

Chaz passed along some information received regarding the inception of the Housing Authority was February of 1984. This was past along to Carol as clerk to investigate what our responsibilities are as the Townsend Housing Authority. The Chair stated that in her whole time serving on the Housing Authority we have always had LUC.

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Board Chairs and Dept Staff were invited to meet with the nominee for the position of LUC. The Chair stated that she will make it a point to meet and speak with her to see her knowledge of Housing Plans as we have one coming up for 2020.

Chaz made a motion, seconded and approved to have Carol Tule, as clerk to meet with our TA regarding staff and supplies. Facilitating tasks to prepare for a meeting is time consuming.

Chaz can share the letter head with Carol so she can use as a template.

The Chair will arrange for the meeting room for Public Forum on October 19th. 12-Noon

The Chair will arrange for Soldier On to attend and get confirmation

The Chair and State Rep will arrange refreshments for event

- 3.2 Department of Housing and Community Development: (DHCD) report from Chaz  
Chaz went thru the documentation that Sue Lisio gave him. We deeded over the land.  
We have no governance over Atwood Acres and Townsend Woods. Chaz has  
appointment set up for September to see what help we can get from the State.

Waiting list for 55+ housing—CT

We still do not know exactly where the \$10,000. We think it went to RCAP.

Next Meeting: Wednesday, October 3, 2018 6:30 Selectmen's Chambers

primary purpose will be to confirm and do promotional fliers for the Public Forum

Meeting adjourned at : 8:50 p.m.

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