



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)

~~vacancy~~ Appointed Tenant Seat is vacant

Correction per OLH Complaint

Approved 10/23/17

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 then 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.

Remand  
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."



## 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



## 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 the 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.

## 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](mailto: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:



Laura Shifrin &lt;laurie8884@gmail.com&gt;

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**OML Complaint of 9/25/2017**

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**Rush, Hanne (AGO)** <hanne.rush@state.ma.us>

Tue, Oct 24, 2017 at 11:51 AM

To: "Laura Shifrin; TownsendCenterRealty.com" &lt;laurie@townsendcenterrealty.com&gt;

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 <ckingsw@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]