



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 Reported 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: ckingmsw@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