

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

RECEIVED
MAY 01 2017

Susan Congdon (2019), Laura E Shifrin (2020) and Kevin Smith (2018)
State Appointed Representative: TBD

TOWN OF TOWNSEND
TOWN CLERK

Agenda - May 4, 2017
7:00 p.m. at Town Hall, Meeting Room II

I. Preliminaries:

- 1.1 Call to order:
- 1.2 Additions/Deletions to agenda
- 1.3 Roll call:
- 1.4 Approval of Minutes:
- 1.5 Vote on Chairman and Clerk position
- 1.6 Recommendation to Board of Selectmen for State Representative
- 1.7 Update on replacement of Town Hall staff
- 1.8 Unforeseen at posting of this agenda

II. Appointments:
2.1

III. Work Session: Veteran's Housing Project--update

IV. Correspondence:

- 4.1 Review mail since last meeting: Susan Congdon

V. Other/New Business

- 5.1 Schedule Next meeting date: TBD
- 5.2 Adjourn



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

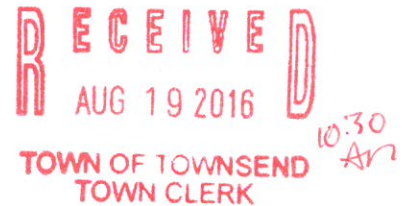
Chairman: Charles Sexton-Diranian (2017)

General Member(s): Laura E Shifrin (2021),
Kevin Smith (2018), Susan Congdon (2019)
Town Hall Staff Representative: Karen Chapman
State Appointed Representative: TBD

-AGENDA- REVISED***

Monday, August 22, 2016

7:00 pm Town Hall, Meeting Room 2



- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda:
 - 1.3 Roll call:
 - 1.4 Approve Minutes from July 18, 2016
- II. Appointments: None at this session.
- III. Work Session:
 - 3.1 Report on walk-through and preliminary feasibility study on proposed location. Votes may be taken.
 - 3.2 Report on State Representative, Sheila Harrington's findings regarding last meeting on July 18th 24, 2016 on organizing presentation at proposed site location. Proposed Date is September 15. Discuss time and distribute duties.
 - 3.3 Discuss proposed new project names and a preliminary timeline for the presentation at Atwood/Townsend Woods location. Tasks may be assigned.
 - 3.4 Discuss meeting Selectmen to discuss expanding THA because of absentee member.
- IV. Correspondence:
 - 4.1 Review all outstanding mail.
- V. Schedule
 - 5.1 Schedule next meeting date:
 - 5.2 Adjourn

The mission of the Townsend Housing Authority is:

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



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

August 18, 2016
4:20 PM

Chairman: Charles Sexton-Diranian (2017)

General Member(s): Laura E Shifrin (2021),
Kevin Smith (2018), Susan Congdon (2019)
Town Hall Staff Representative: Karen Chapman
State Appointed Representative: TBD

-AGENDA-

Monday, August 22, 2016
7:00 pm Town Hall, Room 2

- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda:
 - 1.3 Roll call:
- II. Appointments: None at this session.
- III. Work Session:
 - 3.1 Report on State Representative, Sheila Harrington input regarding last meeting..
 - 3.2 Discuss Site Walk
 - 3.3 Review Maps
- IV. Correspondence:
 - 4.1 Review all outstanding mail.
- V. Schedule
 - 5.1 Schedule next meeting date:
 - 5.2 Adjourn

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

RECEIVED
JUL 25 2016

TOWN OF TOWNSEND
TOWN CLERK 11:25

Chairman: Charles Sexton-Diranian (2017)

General Member(s): Laura E Shifrin (2021),
Kevin Smith (2018), Susan Congdon (2019)
Town Hall Staff Representative: Karen Chapman
State Appointed Representative: TBD

-AGENDA-

Monday, August 1, 2016

7:00 pm Town Hall, Selectmen's Chambers

- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda:
 - 1.3 Roll call:
 - 1.4 Approve Minutes from July 18, 2016
- II. Appointments: None at this session.
- III. Work Session:
 - 3.1 Introduce and discuss scope of work needed to assess engagement of Common Ground Corp. Votes may be taken.
 - 3.2 Report on State Representative, Sheila Harrington's findings regarding last meeting on July 18th 24, 2016 on organizing presentation at proposed site location.
 - 3.3 Report on walk-through and preliminary feasibility study on proposed location.
 - 3.4 Discuss proposed new project names and a preliminary timeline for the presentation at Atwood/Townsend Woods location. Tasks may be assigned.
 - 3.5 Discuss PATH Grant application – no available funding. – vote may be taken.
 - 3.6 Discuss meeting Selectmen to discuss expanding THA because of absentee member.
- IV. Correspondence:
 - 4.1 Review all outstanding mail.
- V. Schedule
 - 5.1 Schedule next meeting date:
 - 5.2 Adjourn

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

RECEIVED
MAY 11 2016
TOWN OF TOWNSEND
TOWN CLERK

Member(s): Chaz Sexton-Diranian (2017), Kevin Smith (2018), Susan Congdon (2019)
Laura E Shifrin (2021), State Appointed Representative: TBD

Agenda
Tuesday, May 17, 2016
7:00 pm Town Hall, Room 2

I. Preliminaries:

- 1.1 Call to order:
- 1.2 Additions/Deletions to agenda:
- 1.3 Roll call:

II. Appointments: none.

III. Work Session:

- 3.1 Vote new board officers
- 3.2 Review and discuss draft of PATH Grant application
- 3.3 Discuss recruiting new members

IV. Correspondence:

- 4.1 Review mail since last meeting: All

V. Other/New Business

- 5.1 Schedule Next meeting date:
- 5.2 Adjourn

Chairman, Laura E Shifrin (2021)

General Member(s): Charles Sexton-Diranian (2017), Kevin Smith (2018), Susan Congdon (2019)

Town Hall Staff Representative: Karen Chapman

State Appointed Representative: TBD

APPROVED MINUTES - May 17, 2016

7:00 pm Town Hall, Room II

- I. Preliminaries:
 - 1.1 Call to order: at 7:05PM
 - 1.2 Additions/Deletions to agenda—Chair Shifrin requested the approval of State Representative, Sheila Harrington to sit in this session if she could make the meeting time. -**Approved**. Also if she was unable to meet with the authority tonight, would another time be acceptable – **Approved**.
 - 1.3 Roll call: Laura Shifrin, Kevin Smith, Charles Sexton-Diranian, Karen Chapman
- II. Appointments: None at this session.
- III. Work Session:
 - 3.1 **Vote New Board Officers** – Current Chair, Laura Shifrin recommended nomination of Charles Sexton-Diranian to assume Chair position which was agreed upon by Kevin Smith and Sexton-Diranian. Motion to appoint Sexton-Diranian as Chair made, seconded, voted and approved. No further officers were voted in at this time.
 - 3.2 **Review and discuss draft of PATH Grant application** – Copies of the current draft were distributed for review. Discussion of feasibility grant focus and unanimous agreement on using citations directly from the previously approved 2015 Housing Production Plan was agreed and approved. Members agreed that a possible RFP should be sought regarding funds necessary for feasibility study but tabled until next meeting. Also, as grant instructions warrant, approval to contact the consultation of the two state representatives regarding the PATH application was granted by the members. Continued progress of this grant will continue until the next meeting. Members are to review drafts and bring feedback and suggestions back to the next session. Copies of the Atwood Estate documents we requested from the Town Hall Representative along with any other documentation that would assist with the grant writing. Continued discussion of this draft will commence at the next meeting.
 - 3.3 **Discuss recruiting new members** – Discussion regarding the membership centered around how to seek interested parties. Chairman will contact the Town Clerk to get the names of any “write-in” votes from last election. All members agreed to reach out to their own networks to seek interest and the Clerk would be asked to post an announcement on the Town’s Website requesting Volunteer

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Chairman, Laura E Shifrin (2021)

General Member(s): Charles Sexton-Diranian (2017), Kevin Smith (2018), Susan Congdon (2019)

Town Hall Staff Representative: Karen Chapman

State Appointed Representative: TBD

Applications. The State Representative position remains open and available and the process was discussed on what is necessary to fill this position.

IV. Correspondence:

- 4.1 No mail was reviewed since last meeting and will be tabled until our next meeting.

V. Schedule

- 5.1 Next meeting date: Tuesday May 24, 2016 @ 7:00PM
- 5.2 Adjournment was at 8:12 p.m.



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

RECEIVED
JUL 14 2016
TOWN OF TOWNSEND
TOWN CLERK

Chairman: Charles Sexton-Diranian (2017)

General Member(s): Laura E Shifrin (2021),
Kevin Smith (2018), Susan Congdon (2019)
Town Hall Staff Representative: Karen Chapman
State Appointed Representative: TBD

-AGENDA-

Monday, July 18, 2016

7:00 pm Town Hall, Land Use Coordinator's Office

- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda:
 - 1.3 Roll call:
 - 1.4 Approve Minutes from May 17, 2016
- II. Appointments: None at this session.
- III. Work Session:
 - 3.1 Report on State Representative, Sheila Harrington input regarding last meeting on May 24, 2016. discussing funding options.
 - 3.2 Discuss timeline for developing Atwood and assigning tasks.
 - 3.3 Discuss PATH Grant application – Presently no available funding.
 - 3.4 Discuss letter sent to absent members.
- IV. Correspondence:
 - 4.1 Review all outstanding mail.
- V. Schedule
 - 5.1 Schedule next meeting date:
 - 5.2 Adjourn

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JUN 09 2016
TOWN OF TOWNSEND
TOWN CLERK

Chairman: Charles Sexton-Diranian (2017)

General Member(s): Laura E Shifrin (2021),
Kevin Smith (2018), Susan Congdon (2019)
Town Hall Staff Representative: Karen Chapman
State Appointed Representative: TBD

-AGENDA-

Monday, June 13, 2016

7:00 pm Town Hall, Meeting Room Two

- I. Preliminaries:
- 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda:
 - 1.3 Roll call:
 - 1.4 Approve Minutes from May 17, 2016
- II. Appointments: None at this session.
- III. Work Session:
- 3.1 Report on State Representative, Sheila Harrington input regarding last meeting on May 24, 2016. discussing funding options.
 - 3.2 Discuss timeline for developing Atwood and assigning tasks.
 - 3.3 Review draft of PATH Grant application.
 - 3.4 Discuss letter sent to absent members.
- IV. Correspondence:
- 4.1 Review all outstanding mail.
- V. Schedule
- 5.1 Schedule next meeting date:
 - 5.2 Adjourn

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RECEIVED
MAY 19 2016

TOWN OF TOWNSEND
TOWN CLERK

Member(s): Chaz Sexton-Diranian (2017), Kevin Smith (2018), Susan Congdon (2019)
Laura E Shifrin (2021), State Appointed Representative: TBD

Agenda
Tuesday, May 24, 2016 at 7:00 pm
Town Hall, Selectmen's Chambers

I. Preliminaries:

- 1.1 Call to order:
- 1.2 Additions/Deletions to agenda:
- 1.3 Roll call:

II. Appointments: none.

- 2.1 7:15pm: Sheila Harrington to discuss funding options

III. Work Session:

- 3.1 Review and discuss draft of PATH Grant application
- 3.2 Discuss timeline for developing Atwood and assigning tasks

IV. Correspondence:

- 4.1 Review mail since last meeting: All

V. Other/New Business

- 5.1 Schedule Next meeting date:
- 5.2 Adjourn

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

RECEIVED
APR 05 2016 1:30
TOWN OF TOWNSEND
TOWN CLERK

Chairman, Laura E Shifrin (2016)
General Member(s): Chaz Sexton-Diranian (2017)
Kevin Smith (2018)
Susan Congdon (2019)
State Appointed Representative: TBD

Agenda
Thursday, April 7, 2016
7:00 pm Town Hall, Land Use Offices

- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda
 - 1.3 Roll call: Susan Congdon, Laura Shifrin, Kevin Smith, Chaz Sexton-Diranian
Karen Chapman, town hall staff representative
- II. Appointments: none.
- III. Work Session:
 - a. Discuss Veteran's/Senior Housing and tasks moving forward
 - b. Discuss recruiting new members
- IV. Correspondence:
 - 4.1 Review mail since last meeting: All
- V. Other/New Business
 - 5.1 Schedule Next meeting date:
 - 5.2 Adjourn

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RECEIVED
FEB 19 2016
TOWN OF TOWNSEND
TOWN CLERK

Chairman, Laura E Shifrin (2016)
General Member(s): Chaz Sexton-Diranian (2017)
Kevin Smith (2018)
Susan Congdon (2019)
State Appointed Representative: TBD

Agenda
Tuesday, February 23, 2016
7:00 pm Town Hall, Room 2

- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda
 - 1.3 Roll call: Susan Congdon, Laura Shifrin, Kevin Smith, Chaz Sexton-Diranian
Karen Chapman, town hall staff representative
- II. Appointments: none.
- III. Work Session:
 - a. Discuss Veteran's/Senior Housing and tasks moving forward
 - b. Discuss recruiting new members
 - c. Discuss inviting DHCD and/or Common Ground to next meeting
- IV. Correspondence:
 - 4.1 Review mail since last meeting: All
- V. Other/New Business
 - 5.1 Schedule Next meeting date:
 - 5.2 Adjourn

Office of the
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RECEIVED
OCT 22 2015
TOWN OF TOWNSEND
TOWN CLERK

Chairman, Laura E Shifrin (2016)
General Member(s): Chaz Sexton-Diranian (2017)
Kevin Smith (2018)
Susan Congdon (2019)
State Appointed Representative: TBD

Agenda
Monday, October 26, 2015
6:00 pm Town Hall, Room 2

- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda
 - 1.3 Roll call: Susan Congdon, Laura Shifrin, Kevin Smith, Chaz Sexton-Diranian
Karen Chapman, town hall staff representative
- II. Appointments: none.
- III. Work Session:
 - a. Discuss PATH Grant
 - b. Discuss Veteran's/Senior Housing
- IV. Correspondence:
 - 4.1 Review mail since last meeting: All
- V. Other/New Business
 - 5.1 Schedule Next meeting date: TBD
 - 5.2 Adjourn

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RECEIVED
OCT 01 2015

TOWN OF TOWNSEND
TOWN CLERK

Chairman, Laura E Shifrin (2016)
General Member(s): Chaz Sexton-Diranian (2017)
Kevin Smith (2018)
Susan Congdon (2019)
State Appointed Representative: TBD

Agenda - Monday, October 5, 2015
6:00 pm Town Hall, Room 2

- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda
 - 1.3 Roll call: Susan Congdon, Laura Shifrin, Kevin Smith, Chaz Sexton-Diranian
Karen Chapman, town hall staff representative
- II. Appointments: none.
- III. Work Session:
 - a. Discuss Goals of Housing Production Plan
 - b. Discuss Veteran's Housing
 - c. Discuss Rural Housing Group and Housing Institute – Karen Chapman
- IV. Correspondence:
 - 4.1 Review mail since last meeting: All
- V. Other/New Business
 - 5.1 Schedule Next meeting date:TBD
 - 5.2 Adjourn

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

RECEIVED
SEP 21 2015
TOWN OF TOWNSEND
TOWN CLERK

Chairman, Laura E Shifrin (2016)
General Member(s): Chaz Sexton-Diranian (2017)
Kevin Smith (2018)
Susan Congdon (2019)
State Appointed Representative: TBD

Agenda - Thursday September 24, 2015
7:00 pm Town Hall, Room I

- I. Preliminaries:
- 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda
 - 1.3 Roll call: Susan Congdon, Laura Shifrin, Kevin Smith, Chaz Sexton-Diranian
Karen Chapman, town hall staff representative
- II. Appointments: none.
- III. Work Session:
- a. Discuss Goals of Housing Production Plan
 - b. Discuss Veteran's Housing
 - c. Discuss Rural Housing Group and Housing Institute – Karen Chapman
- IV. Correspondence:
- 4.1 Review mail since last meeting: All
- V. Other/New Business
- 5.1 Schedule Next meeting date:TBD
 - 5.2 Adjourn

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

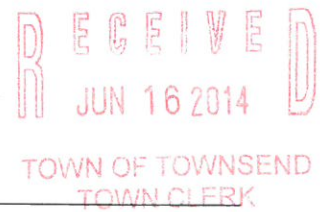
RECEIVED
JUN 24 2015
TOWN OF TOWNSEND
TOWN CLERK

Chairman, Laura E Shifrin (2016)
General Member(s): Chaz Sexton-Diranian (2017)
Kevin Smith (2018)
Susan Congdon (2019)
State Appointed Representative: TBD

Agenda - Wednesday, July 8, 2015
7:00 pm Town Hall, Room I

- I. Preliminaries:
 - 1.1 Call to order:
 - 1.2 Additions/Deletions to agenda
 - 1.3 Roll call: Susan Congdon, Laura Shifrin, Kevin Smith, Chaz Sexton-Diranian
Karen Chapman, town hall staff representative
- II. Appointments: none.
- III. Work Session:
 - a. Review of updates to Affordable Housing Plan as presented by Karen Chapman
 - b. Discuss Veteran's Housing
 - c. Discuss Rural Housing Group and Housing Institute – Karen Chapman
- IV. Correspondence:
 - 4.1 Review mail since last meeting: All
- V. Other/New Business
 - 5.1 Schedule Next meeting date:TBD
 - 5.2 Adjourn

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



Chairman, Laura E Shifrin (2016)
General Member(s): Heather Araujo (2017)
Kevin Smith (2018)
Susan Congdon (2019)
State Appointed Representative: TBD

Agenda - June 19, 2014
7:00 pm Town Hall, Room I

I. Preliminaries:

- 1.1 Call to order:
- 1.2 Additions/Deletions to agenda
- 1.3 Roll call: Susan Congdon, Heather Araujo Laura Shifrin, Kevin Smith
Karen Chapman, town hall staff representative
- 1.4 Welcome Susan Congdon

II. Appointments:

- 2.1 Sheila Harrington

III. Work Session: Review of updates to Affordable Housing Plan as presented by
Karen Chapman

IV. Correspondence:

- 4.1 Review mail since last meeting: All

V. Other/New Business

- 5.1 Schedule Next meeting date:TBD
- 5.2 Adjourn