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*Chairman, State Representative:* Chaz Sexton-Diranian (2022)      *Vice Chairman:* Laura E. Shifrin (2021)  
*Clerk:* Natalie Call (2024)      *General Member:* Courtney Borelli (2020)      *Tenant Seat:* Vacancy (2020)

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MINUTES APPROVED THURSDAY OCTOBER 3, 2019

Wednesday June 12, 2019  
Meeting Room 2 Town Hall

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

I. Preliminaries:

1. Call to order: Chair called the meeting to order at 7:16PM.
- 1.2 Roll call showed Natalie Call, Clerk (NC), Laura Shifrin, Vice Chairman (LS) and Chaz Sexton-Diranian, Chairman (CSD) present.
- 1.3 CSD announced the meeting was being recorded.
- 1.4 Pledge of Allegiance
- 1.5 Chairman's Additions/Deletions: none
- 1.6 Chairman's update and report: CSD reported that NC has attended State Housing 101 classed at Devens, MA.
- 1.7 Vice-Chairman's update and report: LS reported on the last meeting she attended at Montachusett Regional Planning Commission (MRPC), she is the Planning Boards representative and has just been elected to the Executive Board as the Secretary. Attending these meeting and reporting back will afford the Housing Authority with more information and opportunities, such as a grant application opportunity for funds for infrastructure, which will need to be in by July 1. CSD will further discuss the submission with Land Use Coordinator Lyndsy Butler (LB). LS continued to report about the potential to change current zoning bylaw to a majority vote. LS moved to give CSD authority to work with LB in getting in the application to MRPC. NC seconded. Unanimous.

II. Appointments:

- 2.1 Letter of resignation is being sent to Kevin Smith to sign, then a posting for vacancy can go up for 10 days. CSD discussed the tenant position being turned in to a general member position. CSD is working with the state and town counsel to work on the waiver.
- 2.2 Land Use Coordinator Lyndsy Butler. CSD has met with and continues to work with LB as a staff liaison. CSD and LB discussed ongoing projects, including feasibility study on Dudley Road.



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### III. Work Session:

3.1 Dudley Feasibility Study: CSD discussed two options. One being soliciting three or more quotes for feasibility study or a more formal Request for Proposals (RFP) process. CSD discussed pro and cons of both choices. LS moved to solicit at least six companies for quotes and to have LB begin the process. NC seconded. Unanimous.

3.2 Discussion: joint meeting with Planning, Zoning and Housing Boards. CSD is organizing a joint meeting with the aforementioned boards on June 24, 2019.

3.3 Housing Production Plan Public Forum: NC and LB will coordinate the upcoming event, currently slated to take place on a Saturday in September. Discussed location and various details, including coordinating with MRPC. Will report back as information becomes available. LS moved to have NC begin preparations on the upcoming Public Forum. NC seconded. Unanimous.

3.4 Correspondence: Riverside Commons in Fitchburg MA is currently taking applications for affordable housing for various sizes of apartments. Reviewed Mandatory Referral Decision from the Planning Board and the 2019 street list from the Town Clerk.

3.5 Review and approval of meeting minutes for 5/16/2019. LS moved to approve meeting minutes for 5/16/2019. NC seconded. Unanimous.

Next Meeting will be July 10, 2019 at 7:00PM

NC moved to adjourn at 8:02PM LS seconded. Unanimous.