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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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MEETING MINUTES  
Thursday December 12, 2019  
Town Hall, Selectman Chambers 7:00PM  
THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

1. Preliminaries:
  - 1.1 Meeting called to order at 7:00PM
  - 1.2 Roll Call showed Chairman, Chaz Sexton-Diranian (CSD), and Member Courtney Borelli (CB) present. Vice Chairman, Laura Shifrin (LS) participated via teleconference and Clerk, Natalie Call (NC) was absent with notice.
  - 1.3 Announced the meeting is being recorded
  - 1.4 Observed the Pledge of Allegiance
  - 1.5 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting-None
  - 1.6 Vice Chair Report-LS had a question for State Rep. Sheila Harrington regarding affordable rental developments and what that may mean to the Town.
  - 1.7 State Representative Report – December is a slow month for meetings because of the holidays. CSD will be meeting with Town Counsel on 12/18/19 to discuss roles and responsibilities of Housing Authority within the town and the charitable transfer of creating an Affordable Trust.
  - 1.8 Volunteer Videographer needed
2. Appointments:
  - 2.1 State Representative Sheila Harrington – Discussion of Dudley Road Project
3. Work Session:
  - 3.1 THA Information Handling-CSD is still gathering information. Item tabled until next meeting.
  - 3.2 THA Annual Report. CSD is currently working on a draft for the annual report. Will Review at next meeting.
  - 3.3 2019 Housing Forum – Report has been submitted to the Planning Board as well as Master Plan. Planning Board had no comment. Discussed forwarding approved



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report to Master Plan Committee. LS moved to forward 2019 Housing Report to the Master Plan Committee. CB seconded. Unanimous.

- 3.3.1 Submit Final Report to Master Plan Committee – See above
- 3.3.2 MRPC Follow-up and Thank you letter – CSD will draft a thank you letter to MRPC for their help at the public forum.
- 3.3.3 Housing Authority Housing Production Plan-CSD is compiling information and will bring it to the January meeting for review and discussion. LS moved to have CSD continue to work on putting Housing Authority Production Plan together. CB seconded. Unanimous.

- 3.4 Feasibility Study for Dudley Road – Reviewed request for services for the Feasibility Study for Dudley Road. LS thought it was thorough. CB suggested a more information, such as a brief project description in the form of a cover letter to include where land came from and how it will be used. Discussed timeline for Feasibility Study. CSD will put together a cover letter and send it to the Board to review. LS moved that the Feasibility request for services be sent out with cover letter by CSD that the board will review. CB seconded. Unanimous.
- 3.5 Review Synopsis for the FTM article –reviewed warrant article. Discussed potential members of Trust Fund containing members of various town boards (Board of Selectmen, Planning, ZBA, etc.) LS moved to accept/present Article for Townsend Affordable Housing Trust Fund at January 21 Town Meeting. CB seconded. Unanimous.
- 3.6 Discuss Accessory Apartments-Discussed the possibility of this topic being discussed at a joint meeting with the Planning, Zoning and Housing Board to review new Accessory Apartment Bylaw.
- 3.7 Review Fair Housing Laws-Tabled to next meeting.
- 3.8 STM Article Discussion – See above 3.5
  - 3.8.1 Review Affordable Housing Trust Fund Article-See above 3.5
  - 3.8.2 Review Land Trust Article – See above 3.5
  - 3.8.3 Other Issues for STM - None
- 3.9 Outstanding Tenant Position – Discussed getting a list of addresses to send out formal letter for vacant tenant seat. Attempt to get names and addresses for DHCD list.



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- 3.9.1 Properties on Affordable Housing list – See above 3.9
- 3.9.2 Formal Letter asking for volunteers – See above 3.9

3.5 Correspondence/Clerk’s Announcements-Reviewed building permit list. Reviewed FY21 budget. CB moved to accept budget. LS seconded. Unanimous.

3.10 Approve meeting minutes: LS moved to approve meeting minutes for October 10, 2019 and November 14, 2019. CB seconded. Unanimous.

Next Meeting Date: January 23, 2020 at 7PM

Adjournments-LS moved to adjourn at 8:43PM. CB seconded. Unanimous.

Respectfully Submitted;

Chaz Sexton-Diranian, Chairman