



State Representative: Chaz Sexton-Diranian (2022)

Clerk: Natalie Call (2024)

Vice Chairman: Laura Shifrin (2022)

Chairman: Courtney Borelli (2023)

Tenant Seat: Vacancy (2024)

MINUTES

Thursday August 19, 2021

Via ZOOM 7:00PM

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND
TOWNSEND HOUSING AUTHORITY

Join Zoom Meeting

<https://us02web.zoom.us/j/84039430051?pwd=UTF2QTVVS3VsRndDVE5YMHVtbmg1Zz09>

Meeting ID: 840 3943 0051

Passcode: 897894

One tap mobile

+19292056099,,84039430051#,,,,*897894# US (New York)

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Preliminaries:

- 1.1 Meeting called to order at 7:00PM
- 1.2 Roll Call showed Chairman Courtney Borelli, (CB), Vice Chairman Laura Shifrin (LS), State Rep Chaz Sexton-Diranian (CSD) and Clerk, Natalie Call (NC) present.
- 1.3 Announced the meeting is being recorded
- 1.4 Pledge of Allegiance observed.
- 1.5 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting-ADD Review Residential Evictions Report
- 1.6 State Representative Report- CSD reported that he has attended some state meetings, one of which references the above mentioned add (Review Residential Evictions) Report. CSD asked the Board if the intent would be for him to remain as the State Rep, he would need to start the process of being reappointed by the State. LS moved to encourage CSD to please proceed with his application to be reappointed as (the Housing Authority's) State Rep. NC seconded. Roll call vote unanimous.

2.Appointments Diane Hansen of Community Opportunities Group to discuss Housing Rehab Program 7:15P- Diane Hansen (DH) of the Community Opportunities Group (COG) answered some frequently asked questions regarding the program. DH explained the standard



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eligibility process, the property must have a building code violation or a sanitary code violation. DH emphasized that this is not a home beautification program. The program is for long term code compliant home repairs and that translates in to safe and energy efficient living for the occupants. Some typical repairs that are covered are roofing, electrical, and plumbing upgrades, weatherization, structural repairs, lead paint and asbestos removal and modifications for handicap accessibility. Typical the assistance is limited to \$35,000 when there is no lead involved and \$40,000 when there is lead or asbestos involved. The application process contains a simple two-page application (which is found on Town Hall or on the Town website) to be added to the waitlist. The application can be emailed directly to DH or to Jodie Deschenes (the Housing Admin), located in the Assessor/ Treasurer Tax Collector's office. Once contacted, the applicant will meet with DH and will be required to provide income verification paperwork as well as proof that the home is insured, and that the homeowner is current on all municipal taxes. The program ends December 31 of 2021, CB asked for clarification on whether that meant the applications had to be in by that date or if the work had to be completed. DH said an extension from the state can be requested, but only in six-month increments. DH is typically at Town Hall on Tuesdays and is available by appointment. LS asked how many projects have been completed or are in process for Townsend. The initial budget for the Townsend Rehab \$642,932.48, of which \$350,070.82 has been expensed. Of that \$350,000, 13 projects total, 12 of which have been completed. 1 is going out to bid and another is in process of the eligibility verification and DH has an appointment with a resident in the next few weeks; meaning 3 applicants are in process.

COG employs a rehab inspector (general contractor by profession) who goes into the home to determine issues/violations that need to be addressed. Townsends Affordable Housing Trust (TAHT) Chair, Joan Savoy (JS) asked if the fuel assistance portion of this grant has passed, DH said that it has passed for last year, but will start up again around October (2021). LS asked about the (contractor) bidding process. DH said that the COG inspector puts together a write up on what needs to be down, the potential contractor meets with the inspector at the site, walks away with the bid sheet and turn in a sealed bid that DH opens in front of a witness and COG goes with the lowest bidder. If the bids all come in to high, COG will go out to bid again. DH explained that in Townsend, if the house that has been rehabbed is sold in the first 10 years, the homeowner will owe the amount of the rehabilitation work in full. The goal of the program is not for someone to have rehab work done and sell the house. After the 10th year, the payback goes down 20% each year, so by year 15, the homeowner no longer owes any money.



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THAT Board of Selectmen Representative, Veronica Kell (VK) asked for clarification on the 'loan', DH explained that is a 0% deferred payment loan, that turns into a grant after the 15th year. VK asked if these loans are recorded at the Registry of Deeds, DH confirmed that these loans were indeed recorded. Discussed the process of releasing the lien after the 15th year; copies of the above-mentioned liens are kept in the Tax Collector/Treasurer office.

3. Work session:

3.1 Dudley Road Charitable trust to trust transfer update. CSD said he has a meeting with Town Counsel the next week, should have an update on both the Dudley Road Charitable trust to trust transfer as well as the Land Swap (item 3.3 below) both items will remain on agenda for discussion at next meeting.

3.2 Land Swap-see above

3.3 HPP update. CB reported that there was a slight issue with the data, due to COVID, said data was outdated, Goldson gave a price to collect what was needed to move forward. \$4500 was the price, which says within range of procurement laws. Some of the data required is the census information that is not available until September, pushing the previously discussed timeline to October. LS moved to proceed with the amendment to the current contract with Goldson for the data retrieval. NC seconded. Roll call vote unanimous.

Discussed joint meeting with the Planning Board and the Housing Trust timeline. Discussed the Master Plan/Housing Chapter review; will request that chapter so that Housing can review it at the same time as the joint meeting with the Planning Board and so that Goldson can be in on the discussion as well.

3.4 Master Plan/Housing Chapter Review-See above

3.5 MBTA Communities Zoning-CB researched the MBTA Communities Zoning grant and updated on the perimeters of the grant. CB reported that all communities are eligible until the guidelines come out, which they have not yet. CB will keep an eye on the guidelines and will continue to report on it.

Discussed the need to encourage zoning bylaws changes and updates. LS moved to request the Planning Board to institute a bylaw that will allow the town to be eligible for this grant. CB discusses that further clarification on the guidelines before sending the request to Planning; LS said that it is important to have zoning that encourages development. CSD said that getting a jump on the article, both for and against the zoning bylaw change, so it can be ready for



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Town Meeting, is pertinent. CSD seconded the motion. Roll call vote unanimous. CSD will write up the above motion to send to Planning.

ADD Review Residential Evictions Report LS discussed report, specifically moratorium extension, and how it effects landlords with the deferred payments. Discussed various housing programs, Residential Assistance for Families in Transition (RAFT) and Emergency Rent and Mortgage Assistance (ERMA) as well as Emergency Rental Assistance Program (ERAP). JS said that people are not utilizing these programs to the full extent that they could be, which in turn effects the landlords.

3.6 Tenant Seat Process Update-tabled until next meeting

3.7 Town Webpage discussion-tabled until next meeting

3.8 Correspondence/Clerk's Announcements-Reviewed monthly budget report, and Planning Board legal notice to review/FYI. LS moved to except the budget report. CSD seconded. Roll call vote unanimous.

3.9 Approve meeting minutes- LS moved to approve meeting minutes from 7-22-2021. NC seconded. Roll call vote unanimous.

Next Meeting Date: Tentatively scheduled for September 16, 2021.

LS moved to adjourn at 9:04PM. NC seconded. Roll call vote unanimous.