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The Townsend Affordable Housing Trust
272 Main Street, Townsend, MA 01469
Cindy Boundy, Vice Chairman
Veronica Kell, Chairman
Beverly Napier, Clerk
David Werlin
Chaz Sexton-Diranian, Board of Selectmen Rep

Meeting of the Townsend Affordable Housing Trust
MEETING MINUTES
October 2, 2023 1pm
Selectmen's Chambers, Town Hall 22 Main St. Townsend, MA

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

Topic: Affordable Housing Trust

Time: Oct 2, 2023 1:00 PM Eastern Time (US and Canada)

1. Preliminaries – votes may be taken
 - 1.1 Meeting called to order by TAHT chairman by VK at 1:07.
 - 1.2 Roll Call showed), Veronica Kell(VK), David Werlin (DW) and Cindy Boundy present. Allison Weissensee, Housing and Grant Administrator also in attendance. Announced the meeting is being recorded(not announced.)
 - 1.3 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting
 - 1.3.1 Added fish and game under 2.4. No other additions.
 - 1.4 Review of Minutes from 6/26/2023, 8/28/2023, 9/18/2023 (joint with BOWC)
 - 1.4.1 CB motioned to accept the 6/26/23 minutes, and seconded by DW. Roll call vote unanimous.
 - 1.4.2 CB motioned to accept the 8/28/23 minutes, and seconded by VK. Roll call vote unanimous.
 - 1.4.3 DW motioned to accept the 9/18/23 minutes, and seconded by CB. Roll call vote unanimous.
2. Meeting Business – votes may be taken
 - 2.1 Welcome Allison and discussion of minutes, postings, etc.
 - 2.1.1 Minutes for feedback, then final with agenda
 - 2.1.2 VK will share agenda items with me, and then we can meet ahead when needed
 - 2.1.3 PDFs are preferred
 - 2.1.4 AW to contact developers as needed
 - 2.1.5 Share grant information

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



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2.2 .Review the method for expending funds and vote on moving funds for salary based on FY2024 budget. Review mileage charges.

2.2.1 DW motioned to transfer from the ARPA account to fund the line item for wages, to the general fund. ARPA funds must be expended for the intended purpose. Quarterly reporting goes to federal government. Roll call vote unanimous

2.2.2 VK moved to begin to expend travel and mileage funds for visit last week to developments. DW seconded. No discussion. Roll call vote unanimous. DW to complete form, submit to AW who will submit to accounting.

2.3 Discuss/Vote on BOWC/Water Dept easement requested on the Blood Rd property.

2.3.1 40x50 drainage easement is in, and with the 50x50 easement, based on the plan submitted. There is at least 200' frontage on west elm and at least 300' on the other side. Water dept easement is 50x50. The ability to offer the lot to be developed remains present. The advantage is town water is allowed on two properties and far end of town. DW moved to grant the easement on west elm street requested by water dept and further grant easement to town on the same lot for purposes of drainage. CB seconded. Roll call vote unanimous.

2.4 Forestry process discussion including permitting and contract.

2.4.1 Site visit completed. Discussed with town counsel. A more comprehensive contract with town counsel will be created, VK to work on. This is not yet ready for a vote.

2.5 Discussion of field trip to visit developments cited in five-year plan.

2.5.1 In discussion it was noted that Dudley acres(11 acres) has town water.

2.5.2 Noted Birch Dr. in Pepperell of Etchstone properties

2.5.3 Jones acres in Littleton consisted of ranch, single story, 1 garage, 55+. A walk to gazebo, and walking trails maintained by Littleton conservation trust. Developer name of John Giamo given. Allison to contact and talk ahead w/out RFP.

2.5.4 Spoke of Rivers Edge in Lowell.

2.5.5 Westford Sugar Maple had tall townhomes which did not feel right.

2.5.6 Noted Tadmuch Assisted Living in Westford.

2.5.7 Elms in Harvard. There are connected garden apartments.



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- 2.5.8 Cooper Farm Estates in Littleton also discussed. Allison will call. This is for parcel 25-5-1. To understand and consider if it is viable for economic development. 19 acres on South Row Rd, with 50 acres total. We would like to get their input.
- 2.6 Discussion of MHP MA Housing Trust training held 9/21/2023. VK had shared a link to this with all of us. The 3rd hour of the training aligns with where we currently are.
- 2.7 Request/Vote on attending MHP meeting in Sunderland, MA, October 17.
 - 2.7.1 VK and CB will attend on October 17.
- 3. Next Meeting Date: Tentatively scheduled joint meeting with THA for November 16. Allison will confirm with THA. The next regular meeting for TAHT will be December 4. Zoom links will be included going forward to be consistent with other boards and allow for meeting attendance by zoom.
- 4. CB moved to adjourn at 2:54pm. DW seconded. Roll call vote unanimous.