



Rec'd Townsend Town Cler
5 FEB '24 AM 11:08

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

Meeting of the Townsend Affordable Housing Trust
MEETING MINUTES

December 4, 2023 1pm
Selectmen's Chambers, Town Hall 272 Main St. Townsend, MA

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

Topic: Townsend Affordable Housing Trust

Time: Dec 4, 2023 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82855426896?pwd=wnDaMC9bSegFViWmL4qhHoRabeaByT.1>

Meeting ID: 828 5542 6896

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1. Preliminaries – votes may be taken

1.1 Call to Order. VK opened the meeting of the trust at 1:27pm for the housing trust.

1.2 Roll Call. DW, BN, VK, present. CSW, CB not present. Also in attendance Allison Weissensee.

1.3 Announce the meeting is being recorded.

1.4 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting
None.

2. Meeting Business – votes may be taken

2.1 General Properties Discussion. VK noted we had focused on South Row and Wallace Hill, and forestry is coming on those 2 properties. VK is wondering if we should focus on 3 properties with town water, South Row, Dudley and the 2 on Blood Road. Since they have town water, septic will be easier. Wallace Hill may require more funds, as this would be limited to 11 or 12 units right now. For the size of the property that may not make sense

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



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for Wallace Hill. Sunderland had noted without water/sewer it can be cost prohibitive for an affordable housing development. We could keep the forestry going to create funding and keep it more presentable. It may be a better option to invite developers in to do presentations, starting from the developers of properties TAHT has looked at. A non-profit developer is needed. Shifting the focus to the 3 properties with town water, the trust owns them. Help is needed for the RFP(either CDBG or Mass Housing.) VK noted an email with Mass Housing. The email said they had heard from the town that we did not want their help. They had just removed our town from their queue. Karen of MRPC thought we were working with them. They were set to provide predevelopment assistance and they were told it was not needed or wanted. VK spoke with TA and MRPC, The town has 2 projects with MRPC, DLT A one to evaluate what is needed for town and for zoning. We are waiting for a response from Laura. There was an initial percentage/lottery to be in the units. TAHT needs to identify developers. Once identified ASW can contact for them to come in and give presentations(what have they done in other communities.) Funding in Sunderland came from CPA, CBDG, LIHTC(state level funding) and One Stop. They have an agency in Pioneer Valley that does affordable housing, like CHAPA. They used a path grant for RFP.

- 2.2 Update on the Warren Rd Property. This was the property they were going to do the survey to cut off part and sell to fish and wildlife, and then the front part a habitat for humanity home on the existing foundation, . VK will follow-up with CSD. If going to work with habitat for humanity we would want to get that started. Fish and wildlife is interested as it abuts them.
- 2.3 Update on Forestry and contract. VK shared her screen with the town contract. The earliest there would be an RFP about a year from now. TAHT needs a contract with Kyle Anderson. VK did not receive original email, but now has it. A short form services contract is appropriate for the job. Contracting should go through TA. ASW and DW to work on contract. This is a procurement for forestry services per attached addendum. Price is N/A, payment will be made as follows, to ensure funds go to TAHT instead of general fund. This should be a contract with housing trust. For timing of work, it can be added in that work not be completed on holidays. The contract will need to be signed by TA, and possibly with Selectboard. Timing will need to be considered for market rate of lumber. BN motioned to go forward on the contract for forestry, DW seconded. All in favor. DW to share contract with Allison, to share with Eric.
- 2.4 CDBG grant. VK noted they are interested in a feasibility study. This will help them know that what they do implement matches what they want. When they were at MHP in Sunderland they noted for feasibility CDBG or One Stop, and then for the RFP, a pack



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grant may be needed. Groton can be reached out to see how they approached this. There is a housing meeting on December 12, to ask about feasibility grants and developers. We need a feasibility study first, then an RFP. VK will get back to MHP too.

2.5 MHP/Mass Housing grants. See 2.4

2.6 Community One Stop. This is for a set of state grants. Usually this comes out in January, and you usually put in for it in March. You then put in your grant in May/June.

2.7 Review of Financial statements. They look to be bi-monthly. Account is \$100,888.29 and budget is in 5 yr plan available on webpage.

2.8 Review Minutes

2-27-23. DW moved to accept the 2/27/23 minutes. BN seconded, all in favor.

3-23-23. DW moved to accept the 3/23/23 minutes. BN seconded, all in favor.

10-2-23. DW moved to accept the 10/2/23 minutes with minor spelling corrections. BN seconded, all in favor.

11-16-23. DW moved to accept the 11/16/23 minutes with minor clarifications. BN seconded, all in favor.

Next Meeting Date: 1/4/24 joint meeting at 6pm, and next TAHT meeting at 1/22/24 at 2pm

Annual town report is due 1/26/24. VK to have a draft by joint meeting, and a final draft for 1/22/24 and Allison to submit.

Adjournments. DW motioned to adjourn at 2:48pm, BN seconded. Roll call vote unanimous.

