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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**  
November 16, 2023 7pm  
Selectmen's Chambers, Town Hall 272 Main St. Townsend, MA

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

Topic: Affordable Housing Trust, joint meeting with Townsend Housing Authority.  
Time: Nov 16, 2023 07:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89566795859?pwd=OVZtdUpySFIHeGIFTGIBZVNYS1ZVQT09>

Meeting ID: 895 6679 5859  
Passcode: 390260

**One tap mobile**

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Find your local number: <https://us02web.zoom.us/j/kjQvJEFSa>

1. Preliminaries – votes may be taken
  - 1.1 Call to Order. VK opened the meeting of the trust at 7:09pm for the housing trust.
  - 1.2 Roll Call. VK, CB, BN, DW, present of TAHT. CSW not present. Jack Moran and Courtney Borelli present of THA. The trust opened the meeting, and invited JM and CB to attend as guests. A quorum was not present for THA. 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 THA report, inclusive of update on goals and strategies tracking sheet, and update on what was proposed for zoning, and pocket neighborhoods.

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- TAHT property timeline reviewed. VK shared the 5 year action plan. It is a view of the properties transferred to the trust at town meeting. They are concentrating on South Row Road and Haynes Road. That was what was planned for fiscal year 2024. South Row Rd has an old plan for workforce housing back to 2007. They have met with forestry to do a forest cut for the two properties of focus. There has been some confusion with email noted by VK. They need to put together a contract for the forestry on Haynes Rd and South Row Rd. Next they plan to do a wetland delineation on South Row Rd. Also talking with Mass Housing partnership. They want to do a survey on Haynes Rd. There is a settlement farm to the north end of Haynes Rd. It is unclear if Haynes is feasible to sell a back piece to fish and wildlife. BN noted the focus is on South Row Rd. VK notes a forestry cut on Haynes Rd should be worth it, but it would be harder to develop. Dudley Rd does have town water as does Blood Rd. It may be worthwhile to reexamine Dudley Rd earlier. The property to the back of the neighbors next to Dudley Rd is protected in perpetuity. VK noted at Dudley Rd we may need an easement to allow for access to back of property.
- VK noted field trips were completed in Littleton, Westford, Harvard, and Pepperell to look at affordable housing developments. They liked the Littleton development, off of 119. 100 Spectacle pond. The houses are single family, 55+, narrow homes with 1 car garage, single story. There were approximately 20 homes, with a neighborhood gazebo. The general contractor was John Giomo. MHP had noted we may not want to reach out directly. AW had attempted to reach GC John Giomo but it was not a working number. TAHT will look into obtaining contact information or another GC. They may also want to put it out to bid per MHP. South Row Rd they could do a 55+ with market rate and percentage affordable. At least 25% affordable for 55+ to meet terms of trust. That could make it more enticing for a developer, with an element of market rate. No decisions have been made. MHPs assistance is needed, and they could work with us as we have land, and funds for wetlands delineation. The town must put money into it, for it to be enticing to developers. CB notes in Sunderland they were receiving donations, and since we have 6 parcels they were excited for it. Patch grant for RFP, Community One Stop(feasibility needed first with RFP support), and Mass works for infrastructure. The sewerage becomes an issue. They also noted CBDG could be used for funding. Once someone responds to the RFP, then it could be developed. Tadmuck Rd, and Sugar Maple Lane were looked at in Westford. The Elms in Harvard was a garden style apartment, probably rentals. Groton is putting 200

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rental units. CB noted we have smaller lots to work with and no septic. They are leaning toward town homes on South Row Rd. In Sunderland they have a management company, and after 70% it becomes more of a lottery situation.

- CB reviewed the tracking sheet. The bylaw changes were submitted to the bylaw committee and are currently in review. They are hopeful with smaller lots and reduced frontage requirements it will allow for more people to build. On the multifamily they do have it specified for affordability, although overall the goal was to increase development. A new bylaw is included for a cluster development. OSPD has one acre lots, they believe. The cluster incentivizes for smaller housing. THA has been talking about how to manage properties. Groton shared that if they have a feasible property with tax credits they find it easier to turn it over. This is still under discussion. JM noted he is going to look into non-profit developers to see if they can be engaged. They are looking into ADUs and lotteries and gathering information. They have been tracking tax title properties.

2.2 Update on the Warren Rd Property. They wanted to use ARPA funds to survey and cut off the back part, as it abuts Hickory Hills wildlife property, and then get on Habitat for Humanity to build on front part. There were no other updates. They will need to discuss with Chaz and talk more at the 12/4/23 TAHT meeting.

2.3 Discussion of funding - inclusionary zoning of the CPA. They have ARPA funds. Town meeting vote has failed 3 times and it would need to be petitioned to vote. VK may bring forward to bylaw committee. Stowe has a million dollars in CPA funds they are using, and this is how they fund a lot of their projects. Many other communities use CPA funds. VK noted there are others in town that are picking it up. The town meeting vote has failed 3 times. The other way is to petition to ballot. We could use the next presidential ballot as there will be a larger turnout for voting to consider the question. THA spoke positively of getting CPA at the last meeting. Discussion noted that CPA is not funded through tax dollars. VK to follow-up with ASW about who is running with CPA.

2.4 Discussion of available grants. THA had requested ASW provide some high level research on CDBG. TAHT would like to utilize feasibility. JM offered to help with some of the data gathering. CDBG is due in March 2024, so we would want to start pulling information together and have a working draft by February. This can also be a discussion at upcoming meetings. Mass Housing Planning grant discussed. They are funding predevelopment activities on priority housing developments to do contracting directly. MHP allows for more ownership, but Mass Housing is more for rentals. Both help communities with housing production. VK will follow-up with MHP before 12/4/23 meeting. The notice of funding for community one stop should be out in December.





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2.5 What support does THA need from TAHT and vice versa. Quarterly meetings for joint meetings. The 1<sup>st</sup> Thursday of each quarter at 7pm to start the 1<sup>st</sup> week of January.

JM asked a question about the 70% of properties needing to be maintained as affordable. Either in the declaration of trust or in the Ma housing trust handbook information can be found about this. 70% local residency is initially needed and then after it opens up outside of local residency.

Next Meeting Date: THA for December 7 at 6pm, TAHT for December 4 at 1pm.

Adjournments. CB motioned to adjourn at 8:24pm, DW seconded. Roll call vote unanimous.

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