



Office of the  
**Townsend Housing Authority**  
272 Main St., Townsend, MA. 01469

Chairman: Laura E Shifrin (2021)

General Member: Carol J Tule (2023)

Clerk, Susan Congdon (2019)

State Representative: Chaz Sexton-Diranian (2022)

Appointed Tenant Seat: BetteAnn Coleman (2020)

*Approved*  
*5/9/18*

Draft of Minutes

Wednesday, May 2, 2018 Meeting

Meeting Room 2 Town Hall

THIS MEETING WAS OPEN TO THE PUBLIC

I. Preliminaries:

1.1 The Chair called meeting to order at 7:15 p.m.

1.2 Roll Call occurred: Chaz Sexton-Diranian, Carol J. Tule, BetteAnn Coleman, Laura E Shifrin. Quorum is present. There were @ a dozen individuals present at the meeting inc. the press.

1.3 Chair announced that the Meeting was being recorded.

1.4 Pledge of Allegiance was recited by all in attendance. The Chair thanked all veterans present and at home for their service.

1.5 Additions/Deletions to agenda unforeseen prior to 48 hrs of this meeting: The Chair announced that or Clerk of the board Susan Congdon called this afternoon that she was not feeling well and will not be present.

1.6 The Board welcomed newly elected member Carol J Tule.

1.7 It was moved, seconded and approved to accept the draft of the meeting minutes of Thursday, November 30, 2017 with one spelling correction. Chaz to post to website with attachments. Chaz will also post to the website the Approved 2017 Annual Report of the Housing Authority.

1.8 Chairman's Report: Laura Shifrin dedicated the first meeting of 2018 to the memory of Kathy Araujo, who was the Land Use Coordinator for the Town during the entire process of the addition of Townsend Woods to our Affordable Housing Units. We are in need of the LCU position to be filled in order to succeed with our next project. Laura apologized for the delay of this year's meeting referencing her surgery and recovery period. She did state she did her OML Training on 12/14/17. She encouraged other board members to do the same. Other comments may be seen on Utube tape of this meeting.

1.9 It was moved, seconded and approved to have Carol J Tule become the Clerk of the board. Carol accepted the position. It was moved, seconded and approved to have Laura E Shifrin remain as Chairman. Laura accepted the position.

1.10 Chaz reported on the OML violations against the board by Cindy King. Further explained our answers several conversations that he had with Hanne Rush of the Attorney General's office. The last conversation was held on February 28th. We are assuming there will be one more final copy of a letter to Cindy King that we get from them.

CC: Kathy Spofford, Town Clerk

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



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1.11 Chair reported that she spoke with Town Administrator on 4/24 regarding Staff Support for THA and hiring of Land Use Coordinator. Position has been vacant for over a year but position is in the budget. She also sent another email asking if the position had been posted.

II. There were no appointments at this meeting.

III. Work Session:

3.1 Mail was picked up by Chair in April. There were several issues to discuss. Certified mail was signed for by someone in Town Hall that was addressed to Chairman of THA. No one notified the Chair that the mail was there. Hopefully something like this does not occur again. Again difficult with no staff to assist. There were at least 8 applications received for housing. The Chair passed out Conflict of Interest packets received from the Town Clerk to each member which they need to sign and return to Town Clerk. CHAPA letter of great interest regarding their oversight of our Affordable Housing Developments.

3.2 Laura Reported on her attendance at MRPC meetings the last two months. Information on grants available for feasibility study. May not see this until 2019. We need to discuss other avenues of getting funds. Glen Eaton, the Director of MRPC, is now our contact for the Block Grant and other services.

3.3 Laura reported that she reached out to Veterans Inc. 69 Grove St. Worcester 800-482-2565 and Veterans Count 555 Auburn St. Manchester, NH 03103 603-621-3433 [www.vetscount.org/nh](http://www.vetscount.org/nh). She did not hear back from them. She also apologized for not reaching out to SOLDIER ON and LEEDS, INC. from Western MA. and will do so.

3.4 Social Media process regarding THA and avoiding OML violations was presented by Chaz

3.5 There was a lengthy discuss regarding the management of Elder Housing at Atwood Acres and Townsend Woods which included individuals in attendance. It was moved, seconded and carried to ask to be put on the agenda of a BOS meeting for guidance as to how to handle this. Who's responsibility and how to legally handle the situation.

A plea was made for a volunteer to be trained to tape our meetings. We will post to website and asked the press to post as well.

3.6 Next Meeting Date: Wednesday, May 9, 2018

3.7 M/S/C to adjourn at 8:31 p.m.

CC: Kathy Spofford, Town Clerk

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