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SEP 19 2017

TOWN OF TOWNSEND  
TOWN CLERK

Office of the  
Townsend Housing Authority  
272 Main St., Townsend, MA. 01469  
Susan Congdon, Clerk & Elderly Housing Representative (2019),  
Laura E Shifrin, Chairman (2020) and Kevin Smith, general member (2018)  
State Appointed Representative Nominee: Chaz Sexton-Diranian  
Mission: "To promote, maintain and provide housing opportunities for income groups  
who could not otherwise afford to live here.

APPROVED Minutes OF Monday, August 21, 2017  
at Town Hall, Selectmen's Chambers

- I. Preliminaries:
  - 1.1 Call to order: 7:05 p.m.
  - 1.2 Additions/Deletions to agenda -add Chaz Sexton-Diranian as State Appointed Representative Nominee
  - 1.3 Roll call: Chaz Sexton-Diranian, Nominee, Kevin Smith, Laura Shifrin stated that the meeting was being taped and running live.
  - 1.4 It was moved, seconded to approve the minutes of July 17, 2017. It was agreed that the attendance sheet from our July 31, 2017 posted meeting be attached to the minutes from tonight as there was not a quorum so minutes of that posting.
  - 1.7 Unforeseen items prior to posting of this agenda-to correct the agenda as posted and add State Appointed Representative Nominee to the top of the agenda.  
Laura Shifrin received some questions regarding funding and process of this Veterans project while waiting for arrival of one of our guests. She presented those questions to John Radka. Sign in sheet was passed around and is attached.
- II. Appointments: 7:30 John Radka, Randy Carter and State Representative Sheila Harrington---Video ended when this appointment ended. Very productive meeting and it was rec. to have a small task force chaired by Chaz and including Male and Female Veterans, American Legion leadership, VFW leadership and John Radka to make recommendations for outreach and report at our next meeting.
- III. State Rep Harrington report that she will follow up on THA State Rep appointed as the paperwork has already been submitted to the State.
- IV. Work Session: No Video from this point forward.
- V. Review mail: Susan Congdon, Clerk presented the mail since our last meeting and the board acted on same.
- VI. Other/New Business
  - 6.1 Schedule Next meeting date: September 18, 2017 at 7:00 p.m.
  - 6.2 Adjourned at 8:43 p.m.

Monday July 31<sup>st</sup> 2017

Townsend Housing Authority

Public Meeting

KEITH JACKSON STATE SA VICE COMMAND

Paul Martin Post 6538 Commander

Russ Moore " " QUARTIL MASTER

BRIAN BORNEIMAN AMERICAN REGION 199

Kathleen Crap

Russell Jobe STATE JUDGE ADVOCATE

Shirley C. Hamington State Representative

Aug 21, 2017

Susan Congdon  
Paul Sheffer  
Charles Sexton-Divanian  
KEITH JACKSON  
RUSSELL Jobe  
JILL ROSTKA  
Paul Martin Commander Townsend Post 6538  
Randy CARTER VETERANS NORTHEAST  
Joseph J. Mazzeoli West Essex  
Cindy King  
KEVIN SMITH  
Chris Novelli - studio one architects

Cindy King	SelectmanCindyKing@gmail.com
Keith Jackson	SAPPER JACKSON@GMAIL.COM
Russell Jobe	RKJobe@COMCAST.NET
Paul Martin	BlackstoneDM@comcast.net
JOE MAZZOLI	NMAZZOLA@TOWNSEND.VA.MIL.US
Christopher J Novelli	cnovelli@studiooneinc.net



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

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Susan Congdon (2019), Clerk, Laura E Shifrin (2020), Chairman and  
Kevin Smith (2018), General Member  
State Appointed Representative: Chaz Sexton-Diranian (pending)

August 1, 2017

Tammi Wayman  
22 Scott Road  
West Townsend, 01474

Dear Ms. Wayman:

The Townsend Housing Authority received your incomplete Open Meeting Law Complaint Form, (attached) that alleges that there are no meeting minutes other than May 4, 2017, available on the town site.

You are absolutely correct that at that time, there were no other minutes posted on the town website. According to Open Meeting Law M.G.L. c. 30A § 22(c), minutes need to be available upon request and there are minutes available, both approved and in draft form, that you are welcome to view. There are no records at the Town Clerks office for a request from you for minutes from our board.

The Townsend Housing Authority is an all-volunteer board, and they are working to make this information more easily available to you and everyone interested in supporting the mission of the Townsend Housing Authority by putting more of the minutes online.

The next Housing Authority meeting is August 21, 2017, at 7pm in the Selectmen's Chambers at Town Hall. You are welcome to join us or make a public records request at that time.

If you have any further questions or need any other information, please don't hesitate to contact anyone on the Townsend Housing Authority or me.

Thank you,

Michele Decoteau

*Cc: Office of the Attorney General, Town Clerk, THA Board*

***The mission of the Townsend Housing Authority is ... To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here.***



# OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

## Your Contact Information:

First Name: Tammi Last Name: Wayman

Address: 22 SCOTT Rd

City: West Townsend State: MA Zip Code: 01474

Phone Number: 9789564739 Ext. \_\_\_\_\_

Email: TammilynnClarkson@gmail.com

Organization or Media Affiliation (if any): \_\_\_\_\_

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

- Individual     Organization     Media

## Public Body that is the subject of this complaint:

- City/Town     County     Regional/District     State

Name of Public Body (including city/town, county or region, if applicable): Housing Authority

Specific person(s), if any, you allege committed the violation: \_\_\_\_\_

Date of alleged violation: \_\_\_\_\_

**Description of alleged violation:**

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The only meeting minutes available on the town site are from the 5/4/17 meeting. None before or after that date

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Post minutes for all meetings to town site

**Review, sign, and submit your complaint**

**I. Disclosure of Your Complaint.**

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

**II. Consulting With a Private Attorney.**

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

**III. Submit Your Complaint to the Public Body.**

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Samuel Nappa

Date: 7-18-17

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO: