

Chairman, Laura E Shifrin (2021)
General Member(s): Charles Sexton-Diranian (2017), Kevin Smith (2018), Susan Congdon (2019)
Town Hall Staff Representative: Karen Chapman
State Appointed Representative: TBD

APPROVED MINUTES - May 17, 2016
7:00 pm Town Hall, Room II

- I. Preliminaries:
 - 1.1 Call to order: at 7:05PM
 - 1.2 Additions/Deletions to agenda—Chair Shifrin requested the approval of State Representative, Sheila Harrington to sit in this session if she could make the meeting time. -**Approved**. Also if she was unable to meet with the authority tonight, would another time be acceptable – **Approved**.
 - 1.3 Roll call: Laura Shifrin, Kevin Smith, Charles Sexton-Diranian, Karen Chapman
- II. Appointments: None at this session.
- III. Work Session:
 - 3.1 **Vote New Board Officers** – Current Chair, Laura Shifrin recommended nomination of Charles Sexton-Diranian to assume Chair position which was agreed upon by Kevin Smith and Sexton-Diranian. Motion to appoint Sexton-Diranian as Chair made, seconded, voted and approved. No further officers were voted in at this time.
 - 3.2 **Review and discuss draft of PATH Grant application** – Copies of the current draft were distributed for review. Discussion of feasibility grant focus and unanimous agreement on using citations directly from the previously approved 2015 Housing Production Plan was agreed and approved. Members agreed that a possible RFP should be sought regarding funds necessary for feasibility study but tabled until next meeting. Also, as grant instructions warrant, approval to contact the consultation of the two state representatives regarding the PATH application was granted by the members. Continued progress of this grant will continue until the next meeting. Members are to review drafts and bring feedback and suggestions back to the next session. Copies of the Atwood Estate documents we requested from the Town Hall Representative along with any other documentation that would assist with the grant writing. Continued discussion of this draft will commence at the next meeting.
 - 3.3 **Discuss recruiting new members** – Discussion regarding the membership centered around how to seek interested parties. Chairman will contact the Town Clerk to get the names of any “write-in” votes from last election. All members agreed to reach out to their own networks to seek interest and the Clerk would be asked to post an announcement on the Town’s Website requesting Volunteer

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".

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

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Applications. The State Representative position remains open and available and the process was discussed on what is necessary to fill this position.

IV. Correspondence:

4.1 No mail was reviewed since last meeting and will be tabled until our next meeting.

V. Schedule

5.1 Next meeting date: Tuesday May 24, 2016 @ 7:00PM

5.2 Adjournment was at 8:12 p.m.

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