



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

Chairman: Charles Sexton-Diranian (2017)

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

**MINUTES - July 18, 2016 APPROVED**  
7:00 pm Town Hall, Land Use Coordinator's Office

- I. Preliminaries:
  - I.1 Call to order: At 7:13pm
  - I.2 Additions/Deletions to agenda: - None at this time.
  - I.3 Roll call: Laura Shifrin, Kevin Smith, Karen Chapman, Charles Sexton-Diranian. State Representative Sheila Harrington was also in attendance.
  - I.4 Approve Minutes from May 17, 2016 – Motion made and **Approved**.
- II. Appointments: None at this session.
- III. Work Session:
  - III.1 **Report on State Representative, Sheila Harrington's input discussing funding options.** – Rep. Harrington reports there is much interest in this project and feels we can move forward with setting up a presentation to unveil our ideas to prospective agencies that will assist in the funding and building of the project. There have been several State and Federal agencies that has expressed interest and it was agreed that the next step would be for the THA to get some groundwork done for specifications and scope of work. We will work with the Conservation Commission to assess land use for this project with Karen Chapman and Chair Sexton-Diranian, and member Kevin Smith will seek engineering and site consultation for preliminary feasibility. Chapman and Sexton-Diranian will walk the site by the next meeting and report findings with site documentation and evaluation. Proposed presentation date will be sometime in September or October at one of the existing sites (Atwood or Townsend Woods) meeting room with approximate guest count pending. Chapman and Sexton-Diranian will also contact Common Ground to see if they can attend THA meeting August 1<sup>st</sup>. Rep. Harrington was asked to attend THA's next meeting.
  - III.2 **Discuss timeline for developing new project and assigning tasks** – There was no formal discussion other than at present, the THA will utilize no cost efforts to seek preliminary project feasibility. Any roles were delineated in above discussion. Common Ground Development Corp will be invited to our Aug 1<sup>st</sup>

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



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meeting to assess an interest and possible timeframe at that time. Rep. Harrington will set-up a presentation meeting in the September-October time frame and we will revisit this agenda item when we have a better idea of project scope.

- III.3 **Discuss PATH Grant application** – Presently no available funding. – It was not discussed but tabled for next meeting. This agenda item is pending THA vote to not go forward with application at this time because of depleted funding.
- III.4 **Discuss letter sent to absent members.** – There has been no response to the letter sent to current absentee member and it was discussed that there is a dire need for an active member(s) moving forward. This member has only attended one meeting since their election and, therefore, is being considered an absentee member. It was discussed to appoint a member to be present at meetings that would need a quorum vote. Further clarification will be sought regarding the proper decorum necessary to gain new active members per the Open Meeting Law. It was agreed that this issue would be presented to the Board of Selectmen if necessary for approval. This item to be placed on next agenda for findings.
- IV. Correspondence:
- IV.1 **Review all outstanding mail.** – No mail was reviewed at this time.
- V. Schedule
- V.1 **Schedule next meeting date:** Next meeting date will be Monday, August 1<sup>st</sup> @ 7:00. Meeting room will be announced with next agenda.
- V.2 Adjourn – 8:27PM

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