



Rec'd Townsend Town Clerk
5 FEB '24 AM 11:08

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

Joint Meeting of the Townsend Housing Authority and Townsend Affordable Housing Trust
Minutes

January 4, 2024 6pm
Selectmen's Chambers, Town Hall 272 Main St. Townsend, MA

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

Topic: Joint THA/TAHT
Time: Jan 4, 2024 06:00 PM Eastern Time (US and Canada)
Place: Selectboard Chambers

Join Zoom Meeting

<https://us02web.zoom.us/j/81856482637?pwd=R2NmWmJDUzZrb2NMQi85VzF5TUUFFQT09>

Meeting ID: 818 5648 2637
Passcode: 353968

One tap mobile

+19292056099,,81856482637#,,,353968# US (New York)
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Find your local number: <https://us02web.zoom.us/j/81856482637?pwd=R2NmWmJDUzZrb2NMQi85VzF5TUUFFQT09>

1. Preliminaries – votes may be taken
 - 1.1 Call to Order. NC opened the meeting on behalf of THA at 6:09pm, present CB, JM, NC, CSD. VK opened the meeting of the trust at 6:10pm for the housing trust, present DW, CB, BN, VK and CSD present. Also in attendance Allison Weissensee.
 - 1.2 Announce the meeting is being recorded.
 - 1.3 Pledge of Allegiance
 - 1.4 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting
VK added she would be asking for a vote under item 2.2.
2. Meeting Business – votes may be taken
 - 2.1 Update from THA, review of HPP tracking sheet. CB noted no new updates were present. JM noted CHAPA was contacted as a property cannot be purchased by Townsend. JM received a copy of the advertisement. JM will forward to AW who will contact Harrison



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for it to be posted to the website. AW to share link with THA once posted, who can post it on socials. The purchase price for the condo was approximately \$240,000. CPA, inclusionary zoning would all help with this so that the housing trust would have funds available in the future if needed. This is the 3rd housing property that has gone up for sale. We have not had buyers maintain them as affordable and then they go to the market rate. The funds go back to the general fund. The trust could track that and then we would need a warrant article is needed at town meeting for it to go back to the trust. For marketing, it is listed at mymasshousing.com. CHAPA is placing it with the affordable housing contacts and it gets distributed to those. There are 120 days to retain housing affordability restricted deed, with a 60 day extension. AW to connect with Jodie for listing of affordable housing. AW to keep eyes open on lookout for request of updated housing list, per CSD. THA sent copies of recommendations to the bylaw committee. NC is on committee. Tax tile properties can be noted with the assessors office. CSD to get a working list of what is being worked on and discuss with bylaw committee. A status was requested on the Warren Road property. CSD noted the selectboard discussed to take the next steps on property with habitat for humanity and fish and game. It is a town property, not a trust property. The trust could survey the property if a piece needs to be taken off for habitat humanity. It abuts Hickory wildlife area. Any monies from fish and game should go back to the housing trust. The selectman would need to vote, and then a warrant at town meeting for the transfer.

- 2.2 Update from TAHT. Forestry contracts were shared with TA in mid-December. Forester has agreed to work on South Row Rd and Wallace Hill. CSD to check on status. AW created and shared an update or property status that included those with town water and prior and current focus, and those with forestry from 5 year plan. The 3 properties with town water Dudley, South Row, and the 2 Blood Rd properties, make the most sense to develop because they have the town water. Mass Housing Partnership had noted Townsend was removed from queue. VK received a response from MHP noting a letter is needed to request their services to request technical assistance and a predevelopment grant. VK met with Eric earlier in the week, and asked AW to write a letter to MHP for assistance. AW drafted letter at VKs request. VK read the letter requesting technical assistance and technical development grant from MHP for the property. CSD moved, DW seconded to forward signed letter to MHP. The trust was all in favor. VK to sign and scan to AW, who will submit letter. Laura at MHP will be invited to TAHT to next meeting on 1/22 at 1pm. The 6 properties are of the trust, and then once developed, THA would maintain. VK noted in asking questions she told the feasibility is the housing production plan. VK asked if they should meet with developers, she was told they should not meet



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with developers, an RFQ should be done first which can be written by the TA/procurement officer. We could go to town meeting for funding, not a grant. Most of the towns have CPA. South Row, Wallace Hill, and Dudley would be done all at once. Other towns recommended doing one at a time. The trust is leaning toward Blood Rd, as there are no constraints, and they have town water. The Blood Road properties have town water and have no sewage. Developing housing is about managing risk. We can ask BOH when the best recommendation for timing would be for a perc test. A cost estimator can be used, they typical are high to be conservative, and it ties back to any budget. Wetland delineation and perc test by a reputable civil engineering firm such as Meridian or Weston and Sampson.

2.3 CPA status. The trust is no longer leading this forward. A group of citizens is running with this and anticipate a petition to the Fall. CSD noted he will push for it in Spring. It maybe helpful to have a discussion in town meeting. CPA folks would come out once to do a presentation. If for discussion in the Spring, they would need to come out in April. An education campaign would be helpful. CSD to bring to BOS. There was a document from Dunstable that spoke to benefits of CPA which included historical preservation, housing, parks, rail trail, playgrounds.

2.4 Grant discussion: CDBG or Mass Housing. Housing rehab, fuel assistance, revitalization of downtown area. Mass Housing as parts that deal with trusts, and then there are other pieces. MHP(about 5 years ago) had a training and they emphasized needing an affordable trust for town. CSD noted we should look at Devens Mass Housing to see what they will be teaching in seminars. It should be in June. In many communities an organization will do the management, not the town. The RFP is important to set it up for success. Sunderland did a lottery, where 80% went to town residents. NAHRO also provides some training. CDBG can be explored for the town. AW had put together a high level document with what may be needed to prepare for a CDBG grant. AW will share with CSD in preparation for a meeting he has with TA.

3. Correspondence/Clerk's Announcements - none

Next Meeting Date(s):

- Quarterly Joint meeting proposed schedule: April 18, July 11, October 3(the first Thursday of each quarter at 6pm)
- THA January 11 6pm
- TAHT January 22 1pm



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Adjournments

CB motioned to adjourn THA at 7:30, seconded by JM. Roll call vote unanimous.

DW motioned to close the TAHT meeting at 7:32, seconded by BN. Roll call vote unanimous.