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AUG 23 2023
TOWN OF TOWNSEND
TOWN CLERK

The Townsend Affordable Housing Trust
272 Main Street, Townsend, MA 01469
Cindy Boundy
Veronica Kell
Beverly Napior
David Werlin
Chaz Sexton-Diranian, Board of Selectmen Rep

Meeting of the Townsend Affordable Housing Trust

MINUTES

Monday, MAY 22, 2023, 1:00 pm

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

Selectmen's Chambers, Town Hall, 272 Main St, TOWNSEND, MA

I PRELIMINARIES - VOTES MAY BE TAKEN

1.1 Call to order

1.2 Roll Call

Meeting was called to order at 1:17 p.m. with Cindy Boundy, David Werlin, and Veronica Kell in-person, and Chaz Sexton-Diranian via zoom. Beverly Werlin was absent.

1.3 Additions/Deletions to Agenda

no additions or deletions

1.4 Review of Minutes from 2/27/2023, 4/24/2023

Minutes review deferred to next meeting

II WORK SESSION/APPOINTMENTS – VOTES MAY BE TAKEN

2.1 Elect officers for FY 2024, Chair, Vice-Chair, Clerk

Motion was made by Chaz Sexton-Diranian and seconded by David Werlin for Veronica Kell to be the Chair. Motion passed with all in favor (Chaz Sexton-Deranian by roll call).

Motion was made by Veronica Kell and seconded by Cindy Boundy for Beverly Napior to be clerk (in absentia). Motion passed with all in favor (Chaz Sexton-Deranian by roll call).

Motion was made by Cindy Boundy and seconded by Veronica Kell for David Werlin to be the Vice-Chair. Motion passed with all in favor (Chaz Sexton-Deranian by roll call).

Veronica Kell will write a letter designating these positions to be posted at the Registry of Deeds, and will notify Harrison to make updates to the Town of Townsend webpage.

2.2 Report on items from last meeting - Forestry possibilities; warrant signing policy; banking options.

Dave W contacted Bay State Forestry and spoke with Mike Barry who declined because they are overwhelmed with current business. Mike Barry referred logger Kyle Anderson who is interested and would like to do a site visit. VeronicaK will send the info on the TAHT parcels to DaveW who will be the contact with the forester to see when Kyle is available in late July. Two parcels for immediate consideration - South Row Rd and Wallace Hill Rd are the large parcels. Perhaps consult on the other parcels (Dudley Rd and Blood Rd extension off Elm St West). KyleA suggested a cutting "by prescription" since this would be a pre-development cutting.

VeronicaK will have a warrant signing policy to be reviewed at the next meeting.

DaveW will discuss banking possibilities with Town Treasurer.

2.3 Review Five Year Action Plan and set goals and timeline for FY 2024

Need to work on a job description for Housing Administrator and get that to TA. Discuss description jointly with THA.

Review Page 19 of Plan - Trust Strategy and Timeline for Current Properties. Start the discussion with Ross Associates who did the (2006) plan that was not developed on South Row Rd (18.75 acres). What type of housing do we want there (55 and over with an affordable component on 25%)? We will need a wetland delineation (July). And discuss forestry.

Timeline:

July - forestry and hire a housing admin.

Fall - surveys & wetland delineation of South Row Rd & modify the plan (Ross Associates?)

Spring 2024 - Have a project in the works.

CPA rollout information over the Summer and Fall - attend a Dept Head Meeting, visit all boards (COA, PB, ZBA, Conservation), Band Concerts, Churches, TBA to discuss. Do a Town-wide mailing.

Discussion with THA and BOS - Habitat for Humanity for Warren Rd property; Condos town owns as affordable housing (?).

2.4 Report on any meetings (regional housing network)

no report as no-one attended May meeting.

III NEXT MEETING:

Set meeting dates for summer 2023, including joint meeting with THA

Next meeting date: June tbd

Meetings set for Monday afternoons June 26, July 24, and August 28, all at 1 pm.

Joint meeting with Housing Authority (tbd) to discuss job description for Housing Administrator or work on it separately and TAHT will review at June meeting.

ADJOURNMENT

Motion was made by CindyB and seconded by DaveW to adjourn at 2:05 p.m. Motion passed with all in favor.

For a zoom recording of the meeting, please see the Town of Townsend YouTube channel.