



Rowley Housing Authority

PLANTATION DRIVE
ROWLEY, MA 01969

TEL: (978) 948-2371 • FAX: (978) 948-3731

April 15, 2021

Dear Rowley Housing Authority Resident:

This Notice is to inform you that the Town of Rowley is soliciting names for consideration to fill the Town Appointed Tenant Board Member seat of the Rowley Housing Authority (RHA). Pursuant to changes made to M.G.L. c. 121B, §§ 5 & 5A by Chapter 358 of the Acts of 2020, "An Act Enabling Partnerships for Growth," Towns are now required to appoint a tenant of the Local Housing Authority ("LHA") to the LHA Board. This position is known as the Town Appointed Tenant Board Member Seat.

The Board is the governing body of the RHA which is responsible for adopting policy, approving contracts, budgets, and annual plans; and hiring and overseeing an executive director to run the day-to-day operation of the RHA. The Board acts by a majority votes which are cast by Board members at open meetings.

As a Tenant Member of the RHA Board, you will receive training provided by the Department of Housing and Community Development (DHCD) as well as other training that may be required for public officials by law. DHCD partners with the Mel King Institute which provides a comprehensive overview of the role of tenant board members and the operations of LHAs in a three-hour training. This is then followed up with the opportunity to participate in ongoing trainings throughout the year on topics such as: Role of RHA Board and DHCD; RHA Budgets; Capital Improvement Plan (CIP); Annual Plans; Performance Management Reviews (PMR); and the State-wide online tenant selection system (CHAMP).

To be considered for the Town Appointed Tenant Board Member seat, you must complete and send the attached Letter of Intent and Tenant Member Application to Susan Hazen, Rowley Town Clerk, 139 Main Street, P.O. Box 351, Rowley, MA 01969. All submissions must be received by noon on May 14, 2021.

If you have any questions, you may call 978 777 0909, ext. 304, or email cdunn@danvershousing.org

Sincerely,

Cynthia Dunn

Acting Executive Director

**Notice of Intent
Tenant Board Member**

Date: _____

From: _____
(Print full name)

To: Susan Hazen, Town Clerk, Town of Rowley

Subject: Town Appointed Tenant Board Member

Please accept this completed Notice of Intent and Tenant Member Application as my request to be considered for the Town Appointed Tenant Board Member seat of the Rowley Housing Authority.

NAME: _____

ADDRESS: _____

TENANCY TYPE: State-Aided Public Housing

PHONE NUMBER: _____

EMAIL ADDRESS: _____

Sincerely,

Tenant Signature

**Tenant Member Application for the Town Appointed Position to
The Rowley Housing Authority**

We appreciate your interest in contributing to the important work of the Rowley Housing Authority.

Please note that this form must sent to Susan Hazen, Rowley Town Clerk, 139 Main Street, P.O. Box 351, Rowley, MA 01969 along with the "Notice of Intent" included with this mailing. Submissions must be received by noon on May 14, 2021.

Name _____

Address _____

Phone **Cell** **Office** **Home** _____

Email _____

Please tell us why you are interested in this appointment and any training or experience which would make you a good addition to the Board:

Prior Committee/Board/Commission and/or Town Meeting experience:

References (2) Name and Phone Number:

1) _____

2) _____