

**Affordable Housing Trust Fund Board Meeting  
Meeting Minutes  
February 7, 2023**

A meeting of the Salem Affordable Housing Trust Fund Board was held on Tuesday, February 7, 2023, at a Remote Zoom meeting at 6:11 p.m.

**Members present:** Acting Mayor Robert McCarthy, James Willis, Vice Chair Filipe Zamborlini, Chris Malstrom, Lynda Fairbanks-Atkins, Council President Megan Stott, Councilor Jeff Cohen.

**Members absent:** John Boris, Rebecca Curran, Councilor Caroline Watson-Felt, Mickey Northcutt

Staff present: Senior Planner Cassie Moskos

Acting Mayor Robert McCarthy called the meeting to order with a roll call at 6:11 p.m.

**NEW BUSINESS**

**A. Witch City Action**

Ms. Moskos introduced the organization. Representatives Jess Tower and Wesley Cannon were present. They are a mutual aid organization based in Salem to help the homeless. Trying to bridge the gap between organizations that have red tape and the unhoused. They distribute items to the unhoused usually 2x week, organized a warming shelter at St. James during a recent cold snap. A current initiative is a free fridge and pantry. They have an amazon wish list that is often supplemented by the unhoused. Their slideshow can be found [here](#). They answered questions from the Board. They encouraged the Board to support more building. Wesley indicated that there are often reasons why people refuse shelter opportunities such as pets, curfews vs employment opportunities-so finding opportunities to fill gaps is a long term goal for them.

**B. Future Meetings**

Ms. Moskos started the conversation by stating that the AFHF board has traditionally met on the first Tuesday of the month at 6:00 pm. She pointed out that there were 2-3 potential conflicts in the months of July, September, and November. She wanted to confirm if the first Tuesday of the month and 6 pm were still viable for the Board members, given the likelihood of the return of in-person meetings starting in April. There was discussion among the members about days that did not work and how a later start time would be easier for several members once returning to in person. Councilor Cohen made a motion to keep the meetings on the first Tuesday of the month, except for July, September, and November which would be the second Tuesday, and to move the start time to 6:30 pm. Seconded by Mr. Malstrom. A roll call vote was taken the motion passed unanimously.

**C.Election of Officers**

The next agenda item was the election of officers. Councilor Cohen volunteered for the role of Treasurer if someone would be willing to nominate him. Acting Mayor McCarty nominated Councilor Cohen; it was seconded by Mr. Malstrom. Mr. Zamborlini indicated that he was willing to continue serving as Vice Chair or start serving as Chair. Councilor Cohen nominated Mr. Zamborlini to be the Chair. Seconded by Mr. Willis. Mr. Malstrom indicated that he was willing to

serve as Vice Chair. Councilor Cohen nominated Mr. Malstrom it was seconded by Mr. Willis. Ms. Fairbanks-Atkins motioned to close the nominations, seconded by Mr. Malstrom. The board voted unanimously by roll call vote to approve the nominations in a slate vote.

**D. Future Items**

Ms. Moskos informed the Board that the discussion of Board funds would be scheduled for the March agenda, but if there was any other topics the Board would like to discuss in the future now is the time in the agenda to bring those topics off. Mr. Zamborlini asked if Staff could distribute the priorities voted upon by the in October by the Board for the newer members.

**UNFINISHED BUSINESS**

**A. None.**

**APPROVAL OF MINUTES**

Councilor Cohen motioned to approve the minutes from October 4, 2022, seconded by Ms. Fairbanks-Atkins. A roll call vote was taken with the following responses:

Councilor Jeff Cohen	Yes
Acting Mayor Robert McCarthy	Present
Council President Megan Stott	Present
James Willis	Present
Chris Malstrom	Yes
Filipe Zamborlini	Yes
Lynda Fairbanks-Atkins	Present

The motion passed, 3-0-4

**STAFF UPDATES**

Ms. Moskos informed the Board that the Salem Housing Road Map also known as the Housing Production Plan was approved by the City Council in September 2022 and by the Department of Housing and Community Development in December. Mr. Zamborlini asked if the plan was approved or certified. Ms. Moskos stated she was not sure of the final language in the letter from the State and would look it up.

Ms. Moskos also updated the Board that the Condo Conversion Ordinance's Home Rule Petition died to lack of time at the State Legislature, but that City Council voted on January 26, 2023 to resubmit it. In the interim Staff was going to work on reconvening the working group to discuss questions and feedback from the Committee of the Whole meeting held in November 2022. Once additional work had been completed on the Ordinance it would come back before the Board. Councilor Cohen stated he met with Representative Cruz and Senator Lovely and they were in support of the project.

Ms. Moskos informed the Board the Disposition Ordinance had been approved by City Council and was now in effect.

Ms. Moskos went on to update Board that Staff understood there was renewed interest to bring back the Inclusionary Zoning Ordinance that had previously been before the City Council in 2020. She added that due to the regulations in the MBTA/Housing Choice Law that in order to have an Inclusionary Zoning Ordinance that required deeper affordability a financial feasibility study needed to be completed by an

Affordable Housing Trust Fund Board  
February 7, 2023 Meeting Minutes

independent third party in a manner approved by DHCD, in order to stay in compliance with this requirement Staff applied for Technical Assistance from MAPC in January. Staff would update the Board once it heard back from MAPC.

Next she updated the Board that since the Board voted in October to make their first priority the rental registry Staff had begun the research on the topic and was still in the early phases. Ms. Moskos stated that once there were topics to discuss, it would come before the board.

Lastly, she informed the Board that as of right now remote meetings were set to expire at the end of March, so their April meeting would be hybrid/in-person. She went over the highlights of the hybrid meeting policy that a quorum of the members would need to be present in person, the Chair has the authority to approve remote attendance, but those requests should include Staff to ensure quorums are being met, and the person chairing the meeting must be in person. She explained that if Mr. Zamborlini needed to attend the meeting remotely, but Mr. Malstrom was in person. Mr. Malstrom would have to chair the meeting even though he was the vice-chair.

**PUBLIC COMMENT**

No comments were received.

**ADJOURNMENT**

Motion to adjourn by Mr. Malstrom, seconded by Acting Mayor McCarthy. A roll call vote was taken the motion passes unanimously.

Meeting adjourned at 7:07 p.m.

Approved by the Affordable Housing Trust Fund Board on 3/7/2023.

Respectively submitted,  
Cassie Moskos, AICP  
Senior Planner