

**Affordable Housing Trust Fund Board Meeting  
Meeting Minutes  
July 11, 2023**

A meeting of the Salem Affordable Housing Trust Fund Board was held on Tuesday, July 11, 2023, at a Remote Zoom meeting at 6:49 p.m.

**Members present:** Councilor Jeff Cohen, Chair Filipe Zamborlini, Council President Megan Stott, Jack Butterworth, Vice Chair Chris Malstrom, Mayor Dominick Pangallo, Councilor Caroline Watson-Felt

**Members absent:** Lynda Fairbanks- Atkins, Mickey Northcutt

**Members arriving late:** James Willis at 7:02 pm

Members leaving early: Councilor Caroline Watson Felt 7:05 pm, James Willis-8:30 pm.

Staff present: Senior Planner Cassie Moskos

Chair Zamborlini called the meeting to order with a roll call at 6:49 p.m.

**NEW BUSINESS**

**A. Inclusionary Zoning-MAPC**

Metropolitan Area Planning Commission (MAPC) was present to discuss their work on the Inclusionary Zoning (IZ) Ordinance that is being rejuvenated by the City Council. Ms. Moskos introduced Alexis Smith and Casey Williams from MAPC who will be working on the project from their side. They had a [presentation](#). They went over the project goals, which were to confirm and update if needed the 2019 Inclusionary Zoning Ordinance proposal, document the feasibility of the recommendations for any affordability requirements under 80% AMI for the purposes of compliance with MGL 3A, draft Inclusionary Zoning Ordinance language for consideration by City Council. Ms. Smith indicated that they would look at a few scenarios, but would present in the ordinance the scenario most closely matched to the 2019 version of the present.

Ms. Moskos indicated that when IZ was previously considered there was considerable outreach and education around those numbers. In order to propose deeper levels affordability or additional trade-offs would require more outreach and education, and to meet the timeline of having the ordinance before Council in September there just would not be enough time to complete that outreach. Those additional scenarios will be kept, and if the Council wants to amend the ordinance soon, it would be an option.

After the presentation, Mayor Pangallo stated he was excited and optimistic for this new ordinance, but that he is not in support for off-site units or in-lieu payments. Mr. Butterworth added he also does not support off-site production. Councilor Cohen stated he agreed with the Mayor's statements. Councilor Stott asked if the presentation would

be available after the meeting. Ms. Moskos indicated that she would place it in the SharePoint on the City's website.

**B. Future Items**

Mr. Zamborlini asked Staff to extend an invitation to Lifebridge to attend either the August or September Trust meeting.

**UNFINISHED BUSINESS**

**A. Discussion of Trust Funds**

i. Housing Stability Coordinator Update-

Ms. Moskos informed the Board Ms. Stewart, the Housing Stability Coordinator was conducting additional research on the topics she presented at the June meeting and would be back before the Board in August to provide a more comprehensive request.

ii. Certificate of Fitness-Short Term Rental Update

Ms. Moskos informed the Board the Health Agent had requested a bump in hours for his current part-time inspector to go from 9 hours to 19 hours and to combine that with the 1.5-person allocation from the Board to reach two full-time staff members. However, in the budget his increase was not approved from 9 to 19 hours was not approved. Ms. Moskos wanted the Board to know that the Health Agent would be returning to the Board to request an increase in his allocation to have two fully funded full-time positions. However, there was a scheduling conflict, and he was not able to be present at this evening's meeting.

Mayor Pangallo was more comfortable with contract work instead of permanent positions. Councilor Cohen responded that there isn't enough staffing to enforce our current ordinances, and this was a pilot program the Health Agent felt would advance the city and the Board's goals. Mr. Zamborlini indicated that the funds have already been allocated for 1.5 staff positions. Councilor Stott added that she was comfortable with the 1.5, but not necessarily increasing the allocation.

iii. Draft Notice of Funding Allocation

Ms. Moskos then shared the draft version of the notice of funding allocation application. She indicated that it was still work in process but there were talking points for the Board to discuss. The Board expressed interest in having longer affordability terms. There was mixed consensus on it. The Board did want land use approvals in hand for ARPA funding. They felt that if this application was used for other purposes in the future, land use approvals could be negotiable. The Board also wanted shorter timelines for spending the money in the event that it could not be spent, the Board would have time to reallocate it.

At this time Mr. Willis indicated that he would need to leave the meeting early. Without his attendance there would no longer be a quorum, so a motion to take the agenda out of order was made by Councilor Stott, seconded by Mr. Butterworth. A roll call vote was taken the motion passed unanimously.

#### **APPROVAL OF MINUTES**

Mr. Butterworth made a motion to approve the June 14<sup>th</sup> meeting minutes. Seconded by Councilor Stott. Willis. A roll call vote was taken the motion passed unanimously.

#### **UNFINISHED BUSINESS, continued**

##### **A. Discussion of Trust Funds**

###### **iv. Discussion of Remaining Funds**

Ms. Moskos indicated this time was for the Board to discuss any additional funding allocations the Board may want to make. The Board decided to wait on any additional funding ideas.

#### **STAFF UPDATES**

##### **A. Condo Conversion Ordinance**

Ms. Moskos informed the Board the City Council Committee of the Whole met on June 21<sup>st</sup> and heard a presentation on the Framework of the Condo Conversion Ordinance. They had suggestions on striking the homeowner requirement from the Condo Review Board make up, and were overall supportive of it. They elected to send the framework as a received and file to the City Council in anticipation of the full draft of the ordinance coming to them after the home rule petition was completed. Ms. Moskos also informed the Board there had been no progression of the home rule petition at the State level.

##### **B. Staffing**

Ms. Moskos informed the Board that she would be resigning from her position in August in order to move back to the Midwest to be closer to family. She would keep the here for the August Board meeting, and would likely have information about the transition between staff members at that time.

#### **PUBLIC COMMENT**

None was received.

#### **ADJOURNMENT**

Motion to adjourn by Mayor Pangallo, seconded by Mr. Butterworth. A roll call vote was taken the motion passed unanimously.

Meeting adjourned at 8:35 p.m.

Approved by the Affordable Housing Trust Fund Board on 8/1/2023.

Respectively submitted,  
Cassie Moskos, AICP  
Senior Planner