

**Affordable Housing Trust Fund Board Meeting
Meeting Minutes
May 10, 2023**

A meeting of the Salem Affordable Housing Trust Fund Board was held on Wednesday, May 10, 2023, at a Remote Zoom meeting at 6:37 p.m.

Members present:, Councilor Jeff Cohen, Chair Filipe Zamborlini, Becky Curran, Council President Megan Stott, James Willis, Jack Butterworth, Vice Chair Chris Malstrom,

Members absent: Mickey Northcutt, Lynda Fairbanks- Atkins, Acting Mayor Robert McCarthy, Councilor Caroline Watson-Felt

Members arriving late: none

Members leaving early: Becky Curran left at 7:00 pm; discussion ensued; however, the meeting ended at 7:00 due to lack of quorum, votes taken after that time are invalid due to lack of quorum and will be retaken at the next meeting.

Staff present: Senior Planner Cassie Moskos and Health Agent David Greenbaum

Chair Zamborlini called the meeting to order with a roll call at 6:37 p.m.

UNFINISHED BUSINESS

A. Discussion of Trust Funds

Ms. Moskos introduced the topic by summarizing the working groups recommendations to the rest of the Board. The working group's recommendation for initial allocation included:

\$500,000 for construction projects

\$100,000 for staffing 1.5 staff members to work on certificate of fitness and short term rental enforcement.

\$400,000 for additional projects such as rehab, first time homebuyers, rental assistance, etc.

Mr. Curran asked how long the positions would be funded for. Mr. Greenbaum responded that they would be funded until the ARPA money expired unless the positions were funded by City Council in 2025.

Councilor Cohen stated that working groups recommendation for the construction project be a maximum request of the whole allocation. This way the Board could decide to provide money to a small project that may be just shy of getting over the finish line or a larger projects.

Councilor Stott asked Mr. Greenbaum if the new staff members would be needed long term or just getting caught up. Mr. Greenbaum responded that in general it would be in perpetuity. Currently there are probably 10,000 rental units in the City, but currently only about 500 register with a certificate of fitness a year. Right now it is more of an honor system. He sees this ARPA money allowing him to run a pilot program to show what could

be done with permanent staff.

Mr. Willis asked why 1.5 staff members. Mr. Greenbaum responded that he currently has a part time staff member working on these inspections. This funding would allow him to make that person full time and bring in an additional full time staff member. He added that at the end ARPA allocation he would pursue any and all funding sources to maintain those staff members.

Ms. Moskos also added that this provides a service to landlords, as it provides an almost insurance policy to the status of the unit before a tenant moves in.

Councilor Cohen makes a motion to allocation \$100,000 for Certificate of Fitness and Short Term Rental staffing. Seconded by Mr. Butterworth. A roll call vote was taken with the following results:

Councilor Cohen	Yes
Councilor Stott	Yes
James Willis	Yes
Chris Malstrom	Yes
Jack Butterworth	Yes
Filipe Zamborilni	Yes
Becky Curran	Present

The motion passed, but was invalidated by lack of a quorum.

Mr. Zamborlini asked Staff if there was an update on the Inclusionary Zoning Ordinance TAP funding application before continuing with the discussion on funding allocation. Ms. Moskos responded that yes, the City had been awarded funding from MAPC, work would likely kick off in July due to the fact that the State still hadn't finalized many of the requirements for the work.

Councilor Cohen made a motion to allocate \$500,000 for construction projects. Seconded by Mr. Butterworth. A roll call vote was taken with the following results:

Councilor Cohen	Yes
Councilor Stott	Yes
James Willis	Yes
Chris Malstrom	Yes
Jack Butterworth	Yes
Filipe Zamborlini	Yes
Becky Curran	Present

The motion passed, but was invalidated by lack of a quorum.

The Board went onto discuss applications. Mr. Zamborlini suggested shortening the application when possible and seeing if it could be done online. Mr. Butterworth asked if it would be

worthwhile to have the application translated.

In terms of the remaining funds, the Board wanted to know where some of the needs were. Councilor Stott suggested reaching out to Lori Stewart to see if she had any data.

NEW BUSINESS

A. Future Items

Mr. Zamborlini introduced new member Mr. Butterworth. Mr. Zamborlini also asked if Lifebridge could be invited to come and discuss their project.

APPROVAL OF MINUTES

It was noted that the incorrect minutes were linked in the memo for the Board to review. Ms. Moskos stated that it would be corrected and brought back on the June agenda.

STAFF UPDATES

A. Inclusionary Zoning

No additional updates beyond what had already been mentioned.

B. Condo Conversion Ordinance

Ms. Moskos informed the Board that the Home Rule petition had not advanced since the last meeting. She also stated she was working with Council President Stott to schedule a Committee of the Whole meeting to discuss.

PUBLIC COMMENT

Chris Copelin from Canal Street Station LLC spoke about the development at 266 Canal Street. He discussed his projects, the affordability levels 20% at 60% AMI, 5% ADA accessibility and plans to make some of the accessible units the affordable units as well.

ADJOURNMENT

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

Meeting adjourned at 8:18 p.m.

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

Respectfully submitted,
Cassie Moskos, AICP
Senior Planner