

**Affordable Housing Trust Fund Board Meeting**  
**Meeting Minutes**  
**January 15, 2022**

A meeting of the Salem Affordable Housing Trust Fund Board was held on Wednesday, January 26, 2022, at a Remote Zoom meeting at 6:00 p.m.

**Members present:** Mayor Kim Driscoll, Rebecca Curan, Councilor Jeff Cohen, Councilor Caroline Watson-Felt, Lynda Fairbanks Atkins, James Willis, Chris Malstrom.

**Members joining late:** Councilor Morsillo at 6:10 pm and Filipe Zamborlini at 6:17 pm

**Members absent:** John Boris, Mickey Northcutt

Staff present: Senior Planner Cassie Moskos and DPCD Deputy Director Amanda Chiancola

Chair Mayor Kim Driscoll called the meeting to order with a roll call at 6:03 p.m.

**NEW BUSINESS**

**A. Schedule of Future Meetings**

Since November the Board has been deviating from its normal schedule, with the new members to the Board Staff wanted to make sure that the previously standard schedule of the first Tuesday of the Month at 6:00 pm would still work. Ms. Moskos clarified that whatever time was selected would go into effect at the March meeting. Mr. Cohen felt that the first Tuesday of the month would be advantageous for members who are also on the Council and recommended to keep that day and time. Mayor Kim Driscoll

**B. Election of Officers**

Ms. Moskos stated that it is a requirement of the ordinance to elect officers annually. The officers do not have to change, but nomination and elections must be held. Mayor Driscoll asked Ms. Chiancola to clarify who the current officers are. Ms. Chiancola stated the Mayor is the Chair, Mr. Northcutt is the Vice Chair, and the Treasurer is Mr. Zamborlini. No nominations were received at this time. The Mayor asked members who might be interested in an officer position to inform Staff for elections at the next meeting.

**UNFINISHED BUSINESS**

**A. Update on the Salem Housing Road Map: A Housing Plan for All**

Ms. Moskos gave an update on the project. The second community forum was held the night before which was specifically about Senior Housing. There were about 42 people in attendance outside of the panelists, which was higher than the introductory forum. Ms. Moskos stated that the consultant gave a great presentation and there was a higher rate of participation from the audience members via polls and open comment. The presentation was wrapped up with talking about different types of senior housing, and the people in attendance felt that affordable and accessible apartments were the highest priority. The second highest priority was intergenerational housing. The Mayor asked that the recording and presentation be forwarded to the Board. Councilor Cohen relayed the most startling statistics he learned at the forum, 1 in

3 Salem residents have a disability, there are 799 senior housing units, but 7,600 people on the waiting list, and 2,000 people are cost burdened in the low/moderate income bracket. Mayor Driscoll stated that the statistics really show the urgency around this topic in our community. Councilor Watson-Felt repeated that the forum participation reach needs to be expanded. The Mayor repeated the request that the Board host their Meeting in a Boxes. Ms. Curran asked what the deadline was for the Meeting in a Box was, Mayor Driscoll stated February 11<sup>th</sup>. Mr. Zamborlini reiterated the need to reach people who are not computer literate. Several connections were stated to try to engage with additional citizens, such as connecting with the Northshore CDC, utilizing space at 135 Lafayette, connecting with residents at Salem Heights, people who attend the Salem Pantry, and LifeBridge. Ms. Chiancola went over the project timeline, but that we would distill the printed version of the survey for distribution.

**B. Update on the Condo Conversion**

Ms. Chiancola stated that through the legal review it was discovered that the City needs the enabling legislation prior to being able to move forward with the ordinance. The home rule petition to allow use to reduce the # of units from 4 to 2 has to be approved first. The limited feedback from landlords so far has been the tenant notification and relocation costs. Ms. Chiancola stated that staff wants to send a mailer to all tenants in 2+ unit buildings and all landlords with information and quick survey. She shared her screen to show the Board the draft version of the mailer. Councilor Watson-Felt does the survey require the participant to confirm if they are a landlord or tenant? Ms. Chiancola stated that was the first question. She also felt that it was important to send a note connecting the City with the person receiving the mailer. Mr. Willis does the City know who the tenants? Ms. Chiancola indicated that the mailers will be addressed to Resident/occupant and another will be sent to the property owner. Mayor Driscoll questioned if the City should move ahead with the enabling legislation while the outreach is ongoing. Mr. Zamborlini felt that the City should.

**C. Review and discuss draft disposition ordinance amendment**

Ms. Chiancola informed the Board that the ordinance has been in legal review and a piece of the ordinance involved tax title property. It was not language proposed to be changed, but since the ordinance is going before the Council, now is the time to update it, make it clearer, and ensures it is within its correct boundaries. The legal department has contacted the City's on-call tax title attorney to get assistance with the language. There should be no impacts on the goals of the ordinance; it is just to make sure the language is in good legal standing. Councilor Watson-Felt was curious when an update would be available. Ms. Chiancola indicated that it should be available at the March meeting.

**MINUTES**

Ms. Curran made a motion to approve the minutes from December 15, 2021 meetings, seconded by Mr. Malstrom-passes unanimously 9-0 by a roll call vote.

**PUBLIC COMMENT**

The Mayor recognized Councilor Lev McClain. He stated he was at the Housing Forum, he felt they were some of the best zoom forums he has attended recently. He really wanted to echo the statements of Mr. Zamborlini and Councilor Watson-Felt, in that the City is struggling to get a broad level of engagement.

**ADJOURNMENT**

*Motion to adjourn by Councilor Watson-Felt, seconded by Ms. Fairbanks-Atkins—passes unanimously 9-0 by a roll call vote.*

Meeting adjourned at 6:50 p.m.

Approved by the Affordable Housing Trust Fund Board on 3/14/2022.

Respectively submitted,  
Cassie Moskos, AICP  
Senior Planner