

**Affordable Housing Trust Fund Board Regular Meeting  
Meeting Minutes  
March 5, 2024**

A meeting of the Salem Affordable Housing Trust Fund Board was held on Tuesday, March 5, 2024, at a Remote Zoom meeting at 6:33 p.m.

**I. Roll Call**

**Members present:** Vice Chair Chris Malstrom, Jason Leese, Jason Sydoriak, Jack Butterworth, Mayor Dominick Pangallo, Lynda-Fairbanks Atkins, Megan Boyle

**Members absent:** Chair Filipe Zamborlini, Liza Ruano-Lucey

**Members arriving late:** Mayor Dominick Pangallo

**Members leaving early:** None

Staff present: Senior Planner Elena Eimert, Amanda Chiancola, Deputy Director

Vice Chair Malstrom called the meeting to order with a roll call at 6:33 p.m.

**II. NEW BUSINESS**

**A. Future Items**

*Mayor Pangallo joined at 6:37 pm*

Mr. Butterworth, attended in an event in Beverly with state legislators, including Senator Lovely. Items discussed:

- Housing Bond Bill
- a separate bill for public housing maintenance funding
- Rental assistance for people leaving prison, who often face challenges in securing employment and housing
- Transfer tax and enabling legislation

Mr. Sydoriak would like the Trust to set aside time to revisit the application for ARPA funds and for future funds available to the trust in order to make the process easier for future applicants. He would like to clarify the questions, like “past performance”. Ms. Eimert indicates a general Trust funding application is in process, built on models from other communities’ Trusts, not the ARPA funding application, and that a draft will brought to the board for their input.

**B. ARPA application review**

Ms. Eimert shares that there are two new applications for the broader grant funding, Habitat for Humanity and Amirah, Inc., received since the February AHTF meeting.

Staff received guidance this morning from the Finance Department to hold these applications:

*The Finance Department has been made aware of pending grant applications to the AHTF as part of the AHTF's ARPA allocation from the City. Based on my understanding of the applicant's timetable to spend the funds, unfortunately, we do not believe the proposals in the applications will fit with the timing necessary to comply with US Treasury spending deadlines and guidance from our external auditors to meet such deadlines. This feedback is in alignment with the approach the City has taken with its ARPA grant programs and other ARPA spending allocations.*

Staff will work with the applicants to revise their applications to meet the city requirements. The Trust is concerned about timeliness.

Mayor Pangallo states that it is the City's intention to utilize all possible ARPA funding and not have any unspent funds to return funds to the federal government. Staff will keep in touch with the applicants for future funding opportunities, even if ARPA funding is not the right fit.

There is a general conversation about when members of the board might seek guidance concerning potential conflicts of interest. Deputy Director Chiancola directs interested members to the State Ethics Commission and its procedure for advice from its Attorney of the Day.

### **III. UNFINISHED BUSINESS**

#### **A. AHTF Funding Source Tracker**

As discussed at the last meeting, Mr. Leese, as AHTF treasurer, has created a status tracker to identify and manage potential funding streams for the Trust. Mr. Leese walks through the document. Mayor Pangallo thinks there may be changes to be made, depending on how the legislature proceeds on the Housing Bond Bill, especially concerning linkage fees. Ms. Chiancola gives overview on CDBG and HOME funds. This tracker will be brought back before the Trust periodically, roughly on a quarterly basis.

Mr. Sydoriak asks if the Trust can fund Complete Streets projects attached to developments that have affordable housing. Ms. Chiancola says that some of the supported projects include street improvements. If it is outside of scope, the City must look for a clear connection for adding improvements and look for ways for leveraging available funds. Mr. Butterworth wonders if the Trust has any power to negotiate with developers. We have had very few units at 30% AMI and is there a way to advocate for more 30%? Ms. Chiancola says that this is part of the inclusionary housing.

Mayor Pangallo shares that the city's intention to move unclaimed ARPA funds in the second half of 2024 to capital projects in FY25.

**B. Adoption of Land Acknowledgment for AHTF Meetings – Discussion and vote, as applicable**

Staff have confirmed that the City Council adopted the practice of reciting the Land Acknowledgement prior to every Council meeting via a council order and that it applies only to Council meetings. The text of the acknowledgment is below. Board and commission meetings were not included in that order but should the Trust want to do so, the body can take a vote to add the Land Acknowledgement to its agenda preamble. If the Trust votes to approve this, it would be read at the start of all future meetings.

Text of Land Acknowledgment:

*“This land is Naumkeag, or fishing place, where generations of Indigenous peoples lived and passed through for centuries.*

*From the village upon the Naumkeag River (now known as the North River) to Sachem Nanepashemet’s fortification (now known as Castle Hill), the people of Naumkeag farmed, fished, traded, raised families, discovered and invented, created art, and, above all else, honored the lands upon which you stand today.*

*We acknowledge that this is Indigenous land and also acknowledge the Massachusetts Tribe, who continue to honor and hold this land into the present.”*

The Trust in support of adopting the land acknowledgment, as drafted, into its meeting preamble moving forward.

*A motion to adopt the reading of the Land Acknowledgement prior to the start of Affordable Housing Trust Fund meetings is made by Jack Butterworth, seconded by Mayor Dominick Pangallo, and passes in a 7-0 roll call vote.*

Filipe Zamborlini	absent
Christopher Malstrom	y
Lynda Fairbanks-Atkins	y
Jack Butterworth	y
Jason Leese	y
Jason Sydoriak	y
Liza Ruano-Lucey	absent
Megan Boyle	y
Mayor Dominick Pangallo	y

**IV. STAFF UPDATES**

**A. Mayor’s 2024 Housing Priorities – status update**

Staff want to keep the Trust apprised of the status of the three stated Housing Priorities for 2024. Updates are below

**“Study residential parking minimums.” Page 24, Supply Strategy.**

Staff applied for a Technical Assistance Program from MAPC to support this effort. We expect to hear from MAPC in March about the city’s application. Staff expect the data collection related to this effort to last until summer 2024. In the later spring/early summer, staff will have a better idea of when findings will be ready for discussion at a Trust meeting.

**“Adopt zoning amendments to promote small efficiency units including Single Room Occupancy (SRO) housing to provide permanent supportive housing particularly for formerly unhoused or those vulnerable to housing instability.” Page 25, Supply Strategy.**

Staff are working to schedule conversations with City departments including Health, Police, Fire, Inspectional Services, and the Council on Aging to collect initial impressions on this concept and any concerns they may have. Following these internal conversations, Planning Staff will begin the public engagement aspect of the effort, including connecting with current operators of supportive housing and efficient housing in the region. This will continue throughout the spring, with a draft policy coming before the Trust for initial feedback in Summer 2024.

**“Study the impacts of a real estate transfer tax and consider adoption to apply to high end real estate transactions, if enabled through state legislation or as a home rule petition.” Page 27, Municipal Subsidy Strategy.**

Staff have requested funds through the budget process to engage a consultant to assist the city in setting the threshold for the fee and projecting potential impacts. Staff are prepared to draft a solicitation nearer to June, when the funding is expected to be available to support the study. Policy to allow for local adoption statewide of transfer fees is also included in the Affordable Homes Act, the Governor’s proposed Housing Bond Bill – staff are tracking this, as it would remove the obstacle of a Home Rule petition, which is currently required for local adoption.

If the Trust is interested, Staff could connect with Finance to ascertain if the Trust could use ARPA funding to support this effort. We have been advised of a cost of approximately \$18,000 for this study. Trust indicated during the Housing Tracker conversation that they were interested in seeing where this item landed as part of the larger Housing Bond Bill/Affordable Homes Act and so are not taking action at this time.

While pursuing the above, staff will continue efforts related to ongoing housing objectives, including the Condominium Conversion Ordinance (updating the local data), the establishment of a Rental Registry (ongoing collaboration with the Health Department related to Certificate of Fitness Inspections), and ensuring ongoing compliance with the MBTA Communities Act/Section 3A.

**B. Other items**

The Governor’s Housing Bond Bill moved out of committee with a positive recommendation.

Mr. Sydoriak wants the Trust to be part of the zoning conversation around the South Salem Station development.

**V. APPROVAL OF MINUTES**

Staff note that the January 10 and February 21 minutes are ready for review and approval. February 6 will need to be held until April.

Motion to approve the January 10, 2024 meeting minutes is made by Jack Butterworth, seconded by Jason Sydoriak and passes 7-0 in a roll call vote.

Filipe Zamborlini	absent
Christopher Malstrom	y
Lynda Fairbanks-Atkins	y
Jack Butterworth	y
Jason Leese	y
Jason Sydoriak	y
Liza Ruano-Lucey	absent
Megan Boyle	y
Mayor Dominick Pangallo	y

Motion to approve the February 21, 2024 meeting minutes is made by Jack Butterworth, seconded by Jason Sydoriak and passes 7-0 in a roll call vote.

Filipe Zamborlini	absent
Christopher Malstrom	y
Lynda Fairbanks-Atkins	y
Jack Butterworth	y
Jason Leese	y
Jason Sydoriak	y
Liza Ruano-Lucey	absent
Megan Boyle	y
Mayor Dominick Pangallo	y

**VI. PUBLIC COMMENT**

No members of the public offered comment.

**VII. ADJOURNMENT**

Motion to adjourn is made by Jason Sydoriak, seconded by Mayor Pangallo, and passes 7-0 in a roll call vote.

Filipe Zamborlini	absent
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Christopher Malstrom	y	
Lynda Fairbanks-Atkins	y	
Jack Butterworth	y	
Jason Leese	y	
Jason Sydoriak	y	
Liza Ruano-Lucey	absent	
Megan Boyle	y	
Mayor Dominick Pangallo	y	

Meeting adjourned at 7:35 pm

Approved by the Affordable Housing Trust Fund Board on X/XX/XXXX.

Respectively submitted,  
Elena Eimert  
Senior Planner

DRAFT