

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

A meeting of the Salem Affordable Housing Trust Fund Board was held on Tuesday, March 7, 2023, at a Remote Zoom meeting at 6:34 p.m.

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

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

**Members arriving late:** Chair Filipe Zamborlini arrived at 6:55 pm

Staff present: Senior Planner Cassie Moskos, DPCD Deputy Director Amanda Chiancola, Neighborhood Stability Coordinator Lori Stewart

Vice Chair Chris Malstrom called the meeting to order with a roll call at 6:34 p.m.

**NEW BUSINESS**

**A. Introduction of Neighborhood Stability Coordinator Lori Stewart**

Ms. Moskos introduced Ms. Stewart. Ms. Stewart stated that she began with the City on January 11, 2023, and does a combination of direct service for constituents and systemic work. She works with the Mayor's office and the Planning Department. Councilor Cohen stated he was glad Lori is in this position and asked if there was a process for connecting people with her. Ms. Stewart responded that a direct connection via email or phone was ok. All the people she has been working with so far were directed to her via word of mouth. Councilor Watson-Felt asked what Ms. Stewart's priorities were. Ms. Stewart responded that her long-range goals would be for municipal vouchers, right-to-council for tenants at housing court, eviction sealing, and more affordable housing. Councilor Watson-Felt followed up asking if a rental registry and information from that would be helpful. Ms. Stewart said a registry would be helpful.

**B. Discussion of Trust Funds**

Ms. Moskos started the conversation stating that last year the Board was allocated \$1 million from ARPA (American Rescue Plan Act). She mentioned that the funds need to be allocated and spent by the end of 2024. There are limited uses for the funds, and they should go to shovel ready projects and to work as gap funding for projects. Councilor Watson-Felt asked if there was a list of projects that had already received APRA funding from the City. Mayor McCarthy indicated that the list was available, and he would get it distributed to the Board. The Board wanted additional information about the cost of various projects and how funds had already been distributed before making any decisions.

**C. Future Items**

The Board wished to continue the discussion around Inclusionary Zoning and the allocation of Trust funds at the next meeting. They also wished to discuss the Rental Registry program.

**UNFINISHED BUSINESS**

A. **None.**

**APPROVAL OF MINUTES**

Acting Mayor McCarthy motioned to approve the minutes from February 7, 2023, seconded by Ms. Fairbanks-Atkins. A roll call vote was taken with the following responses:

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

The motion passed, 6-0-1

**STAFF UPDATES**

**A. Condo Conversion Ordinance**

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.

**B. Inclusionary Zoning**

Ms. Chiancola gave the Board a [presentation](#) on the Inclusionary Zoning Ordinance. She indicated that due to changes in the economic climate since the ordinance was last before the City Council the cost estimates are now outdated. She indicated that this project would not affect 100% affordable project, it would only effect market rate projects. With the Planning Board policy of housing projects with over 6 units required to provide 10% of their units at 60% AMI is requiring market rate projects to require subsidy. Right now there is a severe lack of funding availability for projects at both the State and local level.

She went on to state that the main reason we need to redo the financial feasibility study is because of the new 3A law that requires that affordability at deeper than 80% AMI requires a feasibility study or the City will be unable to apply for a variety of grants for other work across the City. Mr. Zamborlini asked why not do the rest of the City under the Inclusionary Zoning Ordinance and do the B5 district at 80% to be in compliance with 3A. Ms. Chiancola indicated that Staff believes that once funding is approved it will be a short process since a large portion of the work was already done and that approving 80% AMI for any portion of the City would be a step backward.

Councilor Stott indicated that Council is likely to not approve the changes to the ordinance without significant discussion, and asked if the ordinance was being opened up for discussion. Ms. Chiancola indicated that opening up the ordinance would take time and be outside the scope applied for in the TAP funding.

Mayor McCarthy asked if the Salem Redevelopment Authority would prevent any issues for this ordinance. Ms. Chiancola indicated that no it would not.

Councilor Cohen wanted to continue this discussion at the next meeting. Ms. Chiancola stated that the Councilors and Board members should bring ideas and suggestions for the ordinance to the next meeting as well. Councilor Stott asked if this would need a super majority and a joint public hearing. Ms. Chiancola indicated yes to both.

### **C. Remote Meeting Ending-Reminder**

Lastly, she reminded the Board that as of that moment, a remote meeting extension had not been approved. Mr. Zamborlini indicated that he would not be able to attend the April meeting in person, only remotely. Councilor Stott thanked the members that attend regularly.

### **PUBLIC COMMENT**

No comments were received.

### **ADJOURNMENT**

Motion to adjourn by Acting Mayor McCarthy, seconded by Councilor Watson-Felt. A roll call vote was taken the motion passes unanimously.

Meeting adjourned at 8:21 p.m.

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

Respectively submitted,  
Cassie Moskos, AICP  
Senior Planner