



# CITY OF SALEM

## AFFORDABLE HOUSING TRUST FUND BOARD

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### NOTICE OF MEETING

Notice is hereby given that a meeting of the Salem Affordable Housing Trust Fund Board will be held on **Tuesday, May 7, 2024, at 6:30 pm** via remote participation in accordance with Chapter 2 of the Acts of 2023.

A meeting of the Salem Affordable Housing Trust Fund Board was held on Tuesday, May 7, 2024, via Zoom at 6:33 p.m. Chair recited the City of Salem Land Acknowledgement.

### I. Roll Call

Members present: Chair Filipe Zamborlini, Chris Malstrom, Jason Sydoriak, Jack Butterworth, Lynda-Fairbanks Atkins, Megan Boyle

Members absent: Mayor Dominick Pangallo, Jason Leese, Liza Ruano-Lucey

Members arriving late: none

Members leaving early: none

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

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

### 2. Approval of the Minutes

#### A. April 2, 2024

Motion to approve the April 2, 2024 meeting minutes is made by Linda Fairbanks-Atkins, seconded by Jason Sydoriak, and passes in a roll call vote.

### 3. New Business

#### A. ARPA Grant Program – Application Review

Ms. Eimert recaps where the Trust is in this process. The Trust has two applications at this time, Habitat for Humanity and Amirah, Inc., which have been scored and are ready for discussion. The Lifebridge acquisition application is still with outside counsel. City staff are still actively working with counsel to determine how the project might be administratively handled and if the required approach can be accomplished

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administratively in the window available to commit Trust funds. Given that, staff recommend the Trust score, but not fund, Amirah, Inc. and Habitat for Humanity tonight and convene a special meeting the week of May 20, 2024 to score Lifebridge, consider all applicants together and award funding. Trust agrees with this approach.

The Trust discusses the scores for [Amirah Inc](#) and [Essex County Habitat for Humanity](#).

Mr. Sydoriak and Mr. Zamborlini question why Amirah has not acted on other state funds (RAFT, HOMEBASE). Chet Harding from Amirah says that those are funds they will be pursuing and, in some cases, supporting their clients in applying. Most of their current funding is from HUD. They have changed from safehouse housing to wraparound housing. Using a paid intern to work on economic mobility of their residents. The goal is to have the clients takeover their lease in Salem.

Staff clarified that Habitat for Humanity would not be eligible for the City's housing rehab funds, as that program can only grant funds to homeowners, not other entities. Ms. Eimert fills the Trust in regarding the status of the housing rehab program – there is a backlog of projects in the pipeline, two inspectors are coming on and yes, this is a grant for homeowners. Chair notes that the Trust previously has not had a great appetite for rehab work as felt it was supported through other means. Property proposed for improvements currently has an affordability restriction and Habitat for Humanity would extend the affordable housing restriction for at least fifteen years. Habitat is interested in increasing the supply of affordable housing. They have not done energy efficiency work, but federal funding may enable them to expand into that in the future. Habitat is looking at ADU construction.

All projects funded by this grant money need to invoice by June 30, 2024. This is the City's internal ARPA deadline – after this point, the City may reclaim unspent funds at its discretion. The June deadline allows the City to assess and reprogram unspent ARPA dollars before the federal deadline of December 31, 2024, after which the City cannot move ARPA dollars. City wants to utilize as much ARPA money as possible on behalf of the City.

#### **4. Staff Updates**

##### **A. Mayor's 2024 Housing Priorities – status update**

Staff offer updates on the Mayor's 2024 Housing Priorities, including updates and timeline shifts since these items were last shared with the Trust in March 2024.

## 1. Study residential parking minimums

The City has been successful in its Staff are in to MAPC's Technical Assistance Program. Staff are working through the contract now. After consultation with other City departments, the decision was made to conduct counts to determine utilization rates in September 2024. Between now and then, staff will work on preliminary data collection, including surveys and other outreach to residential developments. Community engagement on this topic will start following the data collection, in later fall 2024.

Chair Zamborlini expresses concern about October traffic impacting counts. Mr. Sydoriak finds that the city should be utilizing parking in a way that can help create housing. Ms. Chiancola says the city is not looking at street usage and that there are different data collected through this process. September will be the multifamily parking counts.

Ms. Eimert references MAPC's "Perfect Fit Parking" study and notes that Phase IV included 4 developments in Salem.

## 2. 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.

Staff conducted an interdepartmental meeting with representatives from City departments including Health, Police, Fire, Inspectional Services, the Mayor's Office, and the Council on Aging to collect initial impressions on this concept and any concerns/aspirations. Staff held a subsequent conversation with the COA Director and a social worker on staff, to learn more about how the older adult population utilizes SRO housing options and what they might hope to see in the future.

Staff are scheduling a meeting in mid-May with staff in Licensing to discuss the current administrative process for licensing Rooming/Boarding Houses in the City. Following a result, staff will contact current operators (service-enriched and non) within the City to invite them and their tenants for interviews. Operators were suggested by staff and we are open to further suggestions.

Over the summer, Planning staff will continue outreach to current operators of supportive housing and efficiency housing in the region. Staff expect to bring a draft framework before the Trust for initial feedback in late Summer/Early Fall 2024, as part of a community engagement process.

Chair Zamborlini states that SROs can also refer to small efficiency units with smaller kitchen and bathroom accommodations, not just a room with shared resources.

**3. 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.**

Allowance for local adoption of transfers fees remains in Affordable Homes Act as it advances through relevant committees. 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. Movement on this item is delayed as we wait to see outcome of the Affordable Homes Act.

Mr. Sydoriak asks for research on linkage fee impacts. Ms. Eimert says there is evidence of this being leveraged in MA communities. Mr. Zamborlini says minimal impact on economic mobility but massive impact on local investments (sidewalks). Related to concerns of impacts of policies like Inclusionary Housing on production, Ms. Eimert says that the city has a housing tracker that tracks projects in the pipeline and their process through the city. Ms. Chiancola shares that 2010-2022 number of local action units 101 unit were created with no public subsidy. In total 602 units, but that includes other affordable housing measures. Chair Zamborlini suggests potential subcommittee to discuss funding sources.

**B. Upcoming Procedural Changes**

Staff share changes to format of agenda, to bring it more in line with the outline included in the Trust's [Rules and Regulations](#). Have corrected [AHT ordinance](#) on the website and encourage all Trust members to read both documents.

Regarding "New Business Items" bring ideas to Elena outside of a meeting. She will assess, discuss with Chair, and place on agenda as appropriate.

"Future Items" have been removed from the agenda.

The Trust has traditionally taken public comment but is not required to do so. Staff will bring guidance from City Solicitor on conventions for public comment to the June meeting, and Trust will discuss.

Ms. Chiancola recommend that the members take a look at the ordinance, particularly section 2-1005, which outlines the Trust's powers and duties. Actions of the Trust must draw clear links to the items identified in this list.

**5. Public Comment**

No members of the public are in attendance.

## 6. Adjournment

Motion to adjourn is made by Jack Butterworth, seconded by Jason Sydoriak, and passes in a roll call vote.

Meeting adjourned at 8:03pm.

Approved by the AHT on XX/XX/XXXX.

DRAFT