

**Affordable Housing Trust Fund Board Meeting  
Meeting Minutes  
January 10, 2024**

A meeting of the Salem Affordable Housing Trust Fund Board was held on Wednesday, January 10, 2024, at a Remote Zoom meeting at 6:33 p.m.

**Members present:** Chair Filipe Zamborlini, Jason Leese, Jason Sydoriak, Liza Ruano-Lucey, Jack Butterworth, Lynda-Fairbanks Atkins

**Members absent:** Vice Chair Chris Malstrom, Megan Boyle

**Members arriving late:** Mayor Dominick Pangallo

**Members leaving early:** None

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

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

**NEW BUSINESS**

**A. Mayor's 2024 Housing Priorities**

Staff and Mayor Pangallo provide an overview of the Mayor's 2024 Housing Priorities. These are three strategies, selected from the Housing Roadmap completed in 2022, that the Mayor would like to advance in addition to the existing ongoing housing efforts undertaken by the City. These three strategies are:

- "Study residential parking minimums." Page 24 of the Housing Roadmap, Supply Strategy.
- "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 of Housing Roadmap, Supply Strategy.
- "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 of the Housing Roadmap, Municipal Subsidy Strategy.

Overview included deliverables of each strategy, a high-level timeline, staff effort, potential funding sources, and the envisioned role of the Trust.

Trust, staff, and Mayor discuss these items. Trust expresses interest in specificity of definitions and precedent that the City can model.

Mayor notes he has to step out to another meeting and will return. Staff provide an overview of ongoing housing work, including the Condominium Conversion Ordinance, the establishment of a Rental Registry, and ensuring ongoing compliance with the MBTA Communities Act/Section 3A.

Trust members discussed when to invite the Health Agent back to discuss the impact of an ARPA allocation from the Trust to his department, to support an additional staff role to increase the volume of Certificate of Fitness inspections that the City can complete, This funding was given in an effort to ensure habitable rentals in the City and to collect information on rents, for the long-term goal of the exploration of a Rental Registry. Staff will reach out as to status.

## **B. Future Items**

Chair Zamborlini notes Councilor Davis is interested revisiting Salem's base zoning. The Trust will be involved in these conversations.

Jason Sydoriak requests more information as to City's affordable housing landscape and the topic broadly. Staff direct interested parties to Imagine Salem, the Housing Roadmap, Citizen Planner Training Collaborative, Massachusetts Housing Partnership, and commit to providing training resources to the Trust members.

## **C. Officer Elections**

Staff state that the Trust needs a Chair, Vice Chair, and Treasurer. Members are welcome to put themselves forward for consideration at the meeting. Responsibilities for each role are described within the [Rules and Regulations](#) document. All officer terms are for one year. Elections will be held by roll call votes.

Chair Zamborlini expresses interest in remaining as Chair. Staff state Vice Chair Malstrom agreed to continue to serve as Vice Chair by email, and Jason Leese puts himself forward for Treasurer.

Jack Butterworth makes a motion to approve the slate of officers, seconded by Lynda Fairbanks-Atkins, and the motion carries unanimously.

## **D. 2024 Meeting Dates**

Staff preview the 2024 meeting dates for the members. The Trust typically meets on the first Tuesday of each month. There is generally consensus that this pattern works for meetings. Chair underscores that Trust members should contact staff if they have conflicts with expected meetings.

## **E. ARPA Construction Grant – Application Review (THIS ITEM WAS TAKEN OUT OF ORDER)**

Chair chooses to hold Item E, ARPA Construction Grant – Application Review, until such time that the Mayor returns to the Trust meeting.

The Trust received two applications for the Construction Grant program – an application from the Exchange Salem Four Limited Partnerships for a project located at 252 Bridge Street and an application from the Residences on Canal Street for a project located at 266 Canal Street. Both applications are seeking the maximum grant amount of \$500,000 and are new construction, rental projects. Staff have reviewed the packets for completeness. While both applications have been deemed complete, staff have asked the applicants for additional information, which was provided by both applicants and is available in

the sharepoint file alongside the applications (with any sensitive information redacted). Projects need to score a minimum of 67 points to be eligible for funding.

Trust chooses to score both applications simultaneously using the [rubric](#) previously approved by the Trust. Trust evaluates each application and scores them as follows:

- Exchange Salem Four Limited Partnerships for a project located at 252 Bridge Street: 82 points
- Residences on Canal Street for a project located at 266 Canal Street: 81 points

Given the small point differential, the Trust decides to award each project \$250,000 dollars. A motion to that effect is made by Mayor Pangallo, seconded by Lynda Fairbanks-Atkins, and passes unanimously.

## **UNFINISHED BUSINESS**

None.

## **STAFF UPDATES**

### **A. Condominium Conversion and related Home Rule Petition**

Staff provide an update on movement in this item since the Trust last convened. The Joint Committee on Housing had a hearing on October 24, 2023, to hear testimony related to H.3722, the Home Rule Petition filed by Rep. Cruz, that would enable the City to consider adoption of a local condominium conversion ordinance with a lower threshold of applicability than state law (currently only applicable to buildings with 4 or more units). Staff submitted [testimony](#) on behalf of the Trust, as agreed upon at the October Trust Meeting. Chair Zamborlini, Councilor Cohen, Rep. Cruz, and a representative of the Salem chapter of the League of Women Voters appeared to give live testimony. The Mayor also provided written testimony, available [here](#).

We are now awaiting action by the committee. A positive vote out of the Committee allows for consideration of the bill by the legislature. The committee must vote the bill out of committee no later than the first Wednesday in February. By that deadline, committees must report bills out favorably, send them to study (usually no further action taken), or ask for an extension. This bill was reported out favorably last session, so the hope is that it will get another favorable report this session. Staff are in touch with our state legislators to keep tabs on this item.

Trust expresses disappointment with lack of action. Chair introduces idea of a letter to Senate and House leadership to advocate for action. Trust confirms. Staff will draft and vet with Chair to send to leadership before the reporting deadline.

### **B. Inclusionary Housing**

Inclusionary Housing ordinance was signed into law in the City of Salem in December 2023, following its successful second passage vote on December 21, 2023.

Trust expresses interest in seeing some kind of forecasting for any anticipated fractional payments coming to the Trust as an aspect of this policy. Staff will provide an update by year-end.

**C. Grant Program – ARPA funds**

The grant program, utilizing ARPA funds, is live as of December 13, 2023. Press release is [here](#). The application is available [here](#), via the Trust’s City of Salem webpage.

*Mayor Pangallo returns.*

Chair returns to **Section 2, Item E, ARPA Construction Grant – Application Review**. See notes above.

**APPROVAL OF MINUTES**

Staff note that the November 2023 Trust meeting minutes are not ready for review. They are deferred to the February Trust meeting.

**PUBLIC COMMENT**

No members of the public offered comments.

**ADJOURNMENT**

Motion to adjourn made by Lynda Fairbanks-Atkins, seconded by Mayor Pangallo. A roll call vote was taken and the motion passed unanimously.

Meeting adjourned at 8:44 p.m.

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

Respectively submitted,  
Elena Eimert  
Senior Planner