

City of



MASSACHUSETTS

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Gary Christenson, Mayor

**Malden Affordable Housing Trust Fund
Action Plan Subcommittee Meeting Minutes
March 10, 2021 – 5:00 PM**

Action Plan Subcommittee Members

Angie Liou

Roxanne Reddington-Wilde

Councillor-at-large Stephen Winslow

New Business:

1. Call to Order – 5:08 PM

Trustees Present: Angie Liou; Roxanne Reddington-Wilde; Councillor-at-large Stephen Winslow
Others Present: Evan Spetrini, Senior Planner, Malden Redevelopment Authority

2. Approval of Subcommittee Meeting Minutes from December 2, 2020

On a motion by Ms. Reddington-Wilde and seconded by Councillor Winslow, the minutes from the December 2, 2020 Action Plan Subcommittee meeting were approved.

3. Draft Report Progress Update

Mr. Spetrini gave an update on the draft Action Plan. He explained that the community engagement and research sections are almost complete but the 1-5 year action plan, budget, and staffing sections need more work. He reviewed the draft table of projects in the action plan section. Ms. Liou stated that the table should be organized according to the priority categories (funding, capacity, and advocacy). Ms. Reddington-Wilde added that another column should be added to identify which of the goals each project responds to. Mr. Spetrini said he would reorganize the table and present another draft.

Mr. Spetrini asked if the budget should be limited to one year given the Trust's limited resources. Ms. Reddington-Wilde said it would be good to have an idea of what the Trust could do beyond its first year with additional funding. Mr. Spetrini said more work needs to be done to understand and budget for the Trust's operating costs, including the procedures around collecting applications, monitoring projects, and a staffing plan. Councillor Winslow suggested collecting salary information from other communities regarding an Affordable Housing Program Manager. He added that the staffing plan indicated in the report could be aspirational. Ms. Liou added that the Trust's staffing needs will probably not require a full-time position and it may be difficult to find someone willing to work part-time. It makes more sense to have the Trust's needs met as a part of a full-time employee's job. Mr. Spetrini suggested that the plan include the aspirational scenario of hiring a full-time Affordable Housing Program Manager, in addition to a more short-term plan focused on administrative tasks. Ms. Reddington-Wilde added that the staffing plan could include roles for potential interns to work on specific projects.

Councillor Winslow asked how the Trust's work will fit into existing programs run by the City and MRA like CDBG Rehab. Mr. Spetrini explained that the Neighborhood Hub program will include the development of a single online portal to apply for CDBG Rehab, HOME, and Affordable Housing Trust funds, though each of those programs will retain their own specific approvals processes. Mr. Spetrini explained that the development of a single application fits into the Trust's priority of creating a central location for Affordable Housing programs, developments, and resources. Councillor Winslow said that more information on that program should be included in the action plan.

Ms. Reddington-Wilde said the table of projects is the most important piece of the report and will be used by the Trust as a way to measure progress. Mr. Spetrini said he would continue working on the draft and have another version to share at the next meeting.

4. Adjournment – 5:47 PM