New Business:

1. **Call to Order**
   Mayor Christenson called the meeting to order at 4:04 PM.

   Mayor Christenson read the following remote meeting notice into the record:

   *In accordance with Governor Baker’s 3/12/20 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s 3/23/20 Revised Guidance on Order by the Governor Prohibiting Assemblage of More than Ten People, this meeting will be conducted via remote participation. In person attendance by members of the public is prohibited, and all effort will be made to permit public attendance of this meeting, in the manner specified below, via remote access by internet, telephone, and if available via public broadcast of the meeting by Malden Access Cable Television on public access television channels. Public access will also be provided by posting draft minutes, and/or a transcript, recording, or record of the meeting on the City of Malden website at cityofmalden.org as soon as practicable after the meeting. Additional information/guidelines for the public can be found here: https://www.cityofmalden.org/DocumentCenter/View/2487/Public-information-on-Public-Meetings-and-Hearings-during-the-Declared-State-of-Emergency-related-to-COVID19PDF

   Members of the public who wish to attend remotely can do so using the following information:
   Please click the link below to join the webinar:
   https://zoom.us/j/95836813104?pwd=UDBjOGdFdB4OTVXVVV1M1M2a3VYUT09
   Password: MAHTF20

   Or iPhone one-tap:
Evan Spetrini called the roll
- Trustees Present: Mayor Gary Christenson, Steve Finn, Angie Liou, Catherine Price, Roxanne Reddington-Wilde, Brian Slater, Councillor-at-large Stephen Winslow
- Others Present: Evan Spetrini, Senior Planner, Malden Redevelopment Authority

2. **Approval of Meeting Minutes from April 15, 2020**
On a motion by Councillor Winslow and seconded by Ms. Liou, the minutes from the April 15, 2020 meeting were approved.

3. **Finances**
Mr. Spetrini stated that there is currently $451,000 allocated for the Trust.

4. **Sub-Committee Reports**

   a. **Declaration of Trust/Rules and Regulations**
   Councillor Winslow gave an update on the drafting of the Declaration of Trust and Rules and Regulations. He has done some research into what other communities have done and drafted versions of each based on those of Maynard and Groton, Massachusetts. He has reached out to some of Malden’s neighboring communities as well but has not heard back yet.

   Councillor Winslow stated that the Trust needs to decide on the officers of the Trust. Mr. Spetrini explained that the Mayor is required by the ordinance to serve as Chair and most other Trusts have a Treasurer and a Clerk. The Clerk would be responsible for record-keeping, confirming Board votes, and authorizing legal documents. The Treasurer’s responsibilities include coordination with the City Controller and Treasurer on the maintenance of the bank account, leading the budgeting process, and coordinating the yearly audit, which is required per the ordinance. Councillor Winslow will draft language indicating the responsibilities of each officer to include in the Rules and Regulations.

   Councillor Winslow asked the group if the Rules and Regulations should establish meeting times and frequencies. The Trustees agreed that it should include the meeting schedule. Councillor Winslow proposed that there should be a super majority vote to approve bonds and property transfers to be discussed further at the next meeting. He will research the authority of the Trust to purchase board liability insurance.

   b. **Action Plan**
   Mr. Spetrini shred a draft outline of the Action Plan and the planning process, based on research into plans that neighboring communities have developed:
   - Purpose of Action Plan
   - Description of the Malden Affordable Housing Trust Fund
• Mission Statement of the Trust
• Malden’s Affordable Housing Needs
• Goals and Priorities of the Trust
• 1-5 Year Action Plan
  o Priority Projects
  o Budget
• Staffing
• Reporting Requirements

Mr. Spetrini further explained the details of each section and the questions that need to be answered as a part of the planning process. The first task is to develop a mission statement. Malden’s Housing Needs Assessment was completed in June 2019 so the data is still relevant but Mr. Spetrini suggested that the plan should incorporate new data related to the economic and housing crises caused by COVID-19. Through reviewing this data and subsequent community engagement, the Trust will determine its goals and priorities. The Trust needs to decide whether it will operate as a grant-making body or if it will run affordable housing programs and develop projects itself.

Mr. Spetrini explained that the Action Plan will include more specific priority projects based on the goals of the Trust and will outline the budget for the next 1-5 years. Through the budgeting process, the Trust will identify additional revenue sources that may include Community Preservation Act funds, inclusionary zoning payments, and linkage fees. The expenses will depend on the priority projects identified, as well as staffing costs, legal fees, and yearly audits.

There is a separate section in the plan that will define the roles and responsibilities of staff to the Trust. Mr. Spetrini explained that the Trust is required to report its activities to the City Council on an annual basis.

Councillor Winslow stated that a priority of the Trust should be to preserve Malden as an affordable community for working families. Ms. Reddington-Wilde suggested that that be included in the mission statement.

Ms. Liou suggested that the Trust may want to designate a portion of funding for homeownership projects as opposed to rental.

Mr. Spetrini stated that the Trust will need to decide which methods of community engagement it will use during the planning process. These could include stakeholder interviews, focus groups, surveys, workshops, or a combination of some or all of them. He stressed the importance of planning for translation services to be as inclusive as possible in the planning process.

Mayor Christenson asked the subcommittee to meet before the next full meeting of the Trust to further refine the outline and present a proposal.

5. Designate Officers
   On a motion by Councillor Winslow and seconded by Ms. Reddington-Wilde, Ms. Price was elected Clerk and Mr. Finn was elected Treasurer.

6. Mayor’s Affordable Housing Program Updates
   a. Emergency Rental Assistance Fund
Mr. Spetrini updated the Trustees on the City’s Emergency Rental Assistance Fund. The Malden Redevelopment Authority is running the program on behalf of the City with $500,000 of additional Community Development Block Grant funds from the CARES Act and $250,000 of CPA funds. The MRA is currently working to finalize contracts with two housing service providers to help administer the program. The application period opened on May 18 and will close on May 28.

The MRA is collecting real-time data on the applications received:
- 191 submissions
- Average household size is 3
- Average income is $39,300
- 45% white, 19% black, 16% Asian, and 20% other
- 31% Hispanic
- Applicants who don’t speak English: 28%
- Languages among non-English speakers:
  - Portuguese: 43%
  - Spanish: 25%
  - Simplified Chinese: 16%
  - Arabic: 5%
  - Haitian Creole: 5%
  - Vietnamese: 2%
  - Other: 4%

b. **Inclusionary Zoning**

Mr. Spetrini presented an update on the City’s effort to develop an Inclusionary Zoning ordinance. The City is finalizing a contract with Levine Planning and Colliers International to develop an Inclusionary Zoning Financial Feasibility Analysis. An advisory committee has been formed made up of City and MRA staff, Trustees, and City Councillors. A kickoff meeting with the consultant will be scheduled in the next few weeks.

7. **Adjournment**

Ms. Liou made a motion to adjourn and was seconded by Ms. Reddington-Wilde. All Trustees voted in favor and the meeting was adjourned at 4:52 PM.