

SALISBURY AFFORDABLE HOUSING COMMISSION

MAY 19, 2021 5:30PM (VIA ZOOM)

- 1) Call to Order. Present: Jennifer Kronholm Clark, Abeth Slotnick, Vivian Garfein, Pat Hackett, Mary Close Oppenheimer, Jim Dresser, Ethan Watt, Pom Shillingford and Tiffany Riva.
- 2) Approval of Agenda. So Moved by M. Close Oppenheimer, seconded by P. Shillingford and unanimously Approved.
- 3) Approval of Minutes of April 21, 2021. So Moved by J. Dresser, seconded by A. Slotnick and unanimously Approved.
- 4) New Commission Members – Chairman to Assign Terms by coin toss. Tiffany Riva will serve the partial term through 11/21; Vivian Garfein will serve the partial term through 11/23. The Town Clerk will be advised and the new members will be sworn in.
- 5) Coordinator’s Report. There was one inquiry from a realtor about Holley Place – when is the completion date, will units be for sale and who is the contact person? The inquiry was answered appropriately. Regarding records retention, some basic information was received from the Assistant Town Clerk. More answers are still being researched about email retention requirements. The Commission will be updated, as available, about this on-going matter. Regarding the FOIA guidelines, using “bcc” is suggested to avoid email chains, as well as not responding “Reply All.” Special Meetings must be posted, with an agenda, at least 24 hours in advance. Minutes of the Special Meeting are required, however, site walks are not recorded and those minutes do not include discussion.
- 6) Discussion: Complying with FOIA. J. Kronholm Clark noted that all substantive discussion should take place in public meetings, whether regular or special, including the work of sub-committees. She reminded everyone that discussion should not take place in emails; notices about meetings or just passing along information is OK, but discussing those documents is not appropriate in emails. Fact-finding is OK to send along, but responding to opinions is not. All discussions need to be held in meetings that are open to the public. The Town Clerk, Patty Williams, has advised that all meetings must be posted with the topic or agenda. SAHC sub-committee members should send information or draft agendas about scheduling meetings to J. Kronholm Clark and G. Petry. All Special Meetings must be posted on the Town website at least 24 hours in advance by Emily Egan. J. Kronholm Clark mentioned that sub-committee meetings could be held as webinars; hosting will need to be determined. She recommended that sub-committees select a proposed meeting schedule with a repeating agenda, but specific to that meeting and submit it for posting.

- 38 7) Discussion: Holley Place Update. The Holley Place application was approved, with many  
39 conditions, at the P&Z meeting May 17, 2021. The process will continue to move forward.  
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- 41 8) Discussion: 2021 Goals and Sub-Committee Reports.  
42 #2. Pope Property. M. Close Oppenheimer mentioned that she was in contact with a few  
43 consultants who had been recommended. A Site Visit at the Pope property with one of the  
44 consultants will be scheduled for Wednesday, May 26, 2021 at 11:45am and will be posted.  
45 J. Dresser suggested that Jocelyn Ayer has ideas about the feasibility of the project. He noted  
46 that the Community Development Block Grant funding is not allowable for housing pre-  
47 development right now through the State.  
48 #5. Community support for AH. J. Kronholm Clark will clarify whether that type of meeting  
49 needs to be posted.  
50 #8. Explore Additional Properties. E. Watt will take a look at a list of possibilities. If there is  
51 anything potentially of interest to the Salisbury Housing Trust, they will be notified.  
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- 53 9) New Business. Chairman J. Kronholm Clark advised the members that because of her Summer  
54 Camp Director responsibilities, she will not be able to attend the June or July meetings. She  
55 added that she will have very little time to respond to emails through August. Vice-Chairman  
56 Abeth Slotnick will chair those meetings. All correspondence should be sent to A. Slotnick, with  
57 J. Kronholm Clark copied.  
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- 59 10) Public Comment – None  
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- 61 11) Adjournment. So Moved by M. Close Oppenheimer, seconded by E. Watt and unanimously  
62 Approved.  
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