

**MINUTES OF THE AFFORDABLE HOUSING TRUST
FUND BOARD OF TRUSTEES REGULAR MEETING ON
TUESDAY, JULY 20, 2021, AT 4:00 PM EDT
THROUGH A WEB AND PHONE MEETING**

Present for the Affordable Housing Trust Fund Board of Trustees: Ralph Blessing (Chair), Ellen Bromley, Frances Lane, David Mannis, and David Stein.

Present for staff: Emily Gordon, Planning Analyst.

Chairman Blessing called the meeting to order at 4:04pm.

Chairman Blessing stated that this meeting is being conducted through “Zoom” video conference. He then gave instructions on how the meeting will be run and described the meeting information and access via weblink or dial-in instructions could be found on the meeting agenda posted on the City of Stamford’s website.

Chairman Blessing then provided an overview of the planned meeting agenda.

1. Approval of Minutes (for June 15, 2021 meeting):

Ms. Bromley moved that the Board approve drafted minutes from the June 15, 2021 meeting. Mr. Stein seconded this motion which carried 5 to 0 (Blessing, Bromley, Lane, Mannis & Stein).

2. Balance of the Affordable Housing Trust Fund:

Balance of both accounts is the same as the previous meeting:

- 1) CP5203 Affordable Housing Linkage Program – On an annual basis a percentage of building permit fees are placed into an account for affordable housing purposes. Available funds currently total \$1,209,096.00.
- 2) C46580 Affordable Housing/Zoning Initiative – Pursuant to zoning regulations in Section 7.4, the city may collect fees in lieu (FIL) of the required affordability requirement. The majority of available funds are from fractional FIL projects, where a developer meets a majority of the requirements with on-site affordable units and pays out partial units without special approval from the Zoning Board. Available funds currently total \$1,029,374.87.

Funds for both accounts have already been appropriated for affordable housing purposes and do not need to be appropriated again.

3. Review of Policies and Procedures to be adopted by the Board of Trustees:

The most recent draft Policies and Procedures and draft Application documents were provided to the Board of Trustees in advance of the meeting (Ms. Lane did not receive a copy in time for the meeting) after comments were incorporated from Mr. Blessing, Mr. Mannis and Mr. Stein.

All comments and content were reviewed in the draft Policies and Procedures. Edits were incorporated and the following was discussed:

- Priorities such as preference for new units can be articulated in the Application based on priorities laid out on the Stamford Affordable Housing Study.
- Additional application requirements can be included in the standard Application and any Notice of Funds Available Applications.
- The ongoing Stamford Affordable Housing Study should not impact the Trust's ability to complete Policies and Procedures.
- Policies and Procedures should outline that funds can only be used for specific projects or programs based on funding source.
- It is important that the Trust remain able to accept applications from the City's Community Development Office, since the Trust itself cannot receive applications from individual.
- The Policies and Procedures language should provide flexibility in the application review process to ensure the Trust can respond quickly to urgent requests and efficiently match appropriate programs and projects with available funding.

The City Reimbursement Policy will be reviewed to further inform the Reimbursement Policy of the Trust.

All additional comments should be sent to Ms. Gordon to compile for continued review and discussion at the next meeting.

ADJOURNMENT

Ms. Lane called for adjournment of the meeting at 5:58pm, seconded by Ms. Bromley and carried on a vote of 5 to 0 (Blessing, Bromley, Lane, Mannis & Stein).

NOTE: These proceedings were recorded on video and are available for viewing through the City of Stamford's web page – www.stamfordct.gov.