

**MINUTES OF THE AFFORDABLE HOUSING TRUST
FUND BOARD OF TRUSTEES REGULAR MEETING ON
TUESDAY, NOVEMBER 16, 2021, AT 4:00 PM EST
THROUGH A WEB AND PHONE MEETING**

Present for the Affordable Housing Trust Fund Board of Trustees: Ralph Blessing (Chair), Sharona Cowan, Gloria DePina, David Mannis, and David Stein.

Present for staff: Emily Gordon, Acting Community Development Director & Planning Analyst.

Chairman Blessing called the meeting to order at 4:09pm.

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. Balance of the Affordable Housing Trust Fund

The budget has not changed since the last meeting.

2. Approval of Minutes (July, September and October meetings):

Mr. Stein moved that the Board approve drafted minutes from the July 20, 2021 meeting. Ms. DePina seconded this motion which carried 5 to 0 (Blessing, Cowan, DePina, Mannis & Stein).

Mr. Stein moved that the Board approve drafted minutes from the September 21, 2021 meeting. Ms. DePina seconded this motion which carried 5 to 0 (Blessing, Cowan, DePina, Mannis & Stein).

Mr. Stein moved that the Board approve drafted minutes from the October 19, 2021 meeting. Ms. DePina seconded this motion which carried 5 to 0 (Blessing, Cowan, DePina, Mannis & Stein).

3. Approval of the 2022 Meeting Calendar:

Ms. DePina moved that the Board approve the drafted 2022 meeting schedule. Ms. Cowan seconded this motion which carried 5 to 0 (Blessing, Cowan, DePina, Mannis & Stein).

4. Update on Housing Affordability Study:

- The Steering Committee met on November 15th to review the draft recommendations for the first time.

- The Community Advisory Committee will meet on November 17th at 6:30pm to review the draft recommendations. Since these meetings are public the draft recommendations will become public at that time.
- There will be a Public Comment Session on November 18th at 8:00pm open to the public where the consultants will go through current findings and give a high level review of draft recommendations followed by public comment.
- There will be a second Public Comment Session on December 1st at 6:00pm to focus on reviewing the draft recommendations followed by public comment.

All information about the Stamford Housing Affordability Plan and meeting access can be found on the City's website - <https://www.stamfordct.gov/government/operations/land-use-bureau-planning-zoning-zoning-enforcement/stamford-affordable-housing-plan>

5. **Approval of Policies and Procedures and Application:**

Policies and Procedure:

- Clarification was made that the Land Use Bureau staff will review and summarize all applications for the Board.
- Clarification was made that other sources of funding do not need to be in place until awarded funds are to be distributed.
- A change was made that contracts will be required with the Affordable Housing Trust Fund, not the City of Stamford.

Land Use Bureau staff will start working with the Law Department on creating a general contract for fund recipients as well as a commitment letter. The final Policies and Procedures will be posted on the website.

Mr. Stein moved that the Board approve the drafted Policies and Procedures with the ability for Land Use Bureau staff to make minor changes. Ms. DePina seconded this motion which carried 4 to 0 (Blessing, Cowan, DePina & Stein) with 1 abstention (Mannis).

Draft Application Updates:

Land Use Bureau staff will make minor changes to ensure there is enough flexibility for program-based proposals. The Board may consider two separate applications or two separate sections for program and project applications in the future. The Land Use Bureau staff will separate the budget section into two tables for sources and uses.

Ms. DePina moved that the Board approve the drafted Application with the ability for Land Use Bureau staff to make minor changes including those discussed. Mr. Stein seconded this motion which carried 5 to 0 (Blessing, Cowan, DePina, Mannis & Stein).

6. **Approval to provide notice that funds are available and the Board is accepting applications on a rolling basis**

Mr. Stein moved that the Board pass a resolution asking staff to prepare a notice to be posted on the website and in the Stamford Advocate that funding is available and that the Affordable Housing Trust Fund is accepting applications based on the Policies and Procedures posted online. Ms. Cowan seconded this motion which carried 5 to 0 (Blessing, Cowan, DePina, Mannis & Stein).

ADJOURNMENT

Ms. DePina called for adjournment of the meeting at 5:34pm, seconded by Mr. Mannis and carried on a vote of 5 to 0 (Blessing, Cowan, DePina, 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.