

**MINUTES OF THE AFFORDABLE HOUSING TRUST  
FUND BOARD OF TRUSTEES REGULAR MEETING ON  
TUESDAY, MAY 18, 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), Ellen Bromley, Gloria DePina, Frances Lane, David Mannis, and David Stein.

Present for staff: Emily Gordon, Planning Analyst & Michael Toma, Assistant Corporation Counsel.

Mayor Martin provided remarks regarding the creation of the new Affordable Housing Trust Fund and the associated Board of Trustees.

Chairman Blessing called the meeting to order at 4:11pm.

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. Purview of the Stamford Affordable Housing Trust Fund and Board of Trustees duties:**

Mr. Blessing presented a summary of the Affordable Housing Trust Fund purpose, allowable project types and applicant eligibility.

Mr. Blessing directed the Board of Trustees to the Affordable Housing Trust Fund Board of Trustees website for additional information and resources - [https://www.stamfordct.gov/government/boards-commissions/affordable-housing-trust-fund-board-of-trustees/-folder-881#docan3415\\_6117\\_1630](https://www.stamfordct.gov/government/boards-commissions/affordable-housing-trust-fund-board-of-trustees/-folder-881#docan3415_6117_1630)

Mr. Blessing along with Mr. Toma then answered questions and the following points were made:

- Expenditures over \$100,000 must be brought to the Board of Representatives which has the ability to veto with a two thirds majority.
- Historic Zoning Board meetings relating to affordable housing projects, the Below Market Rate program and subsequent approval of fee-in-lieu requests may be helpful for the Board of Trustees to review - [https://www.stamfordct.gov/government/boards-commissions/zoning-board/-folder-739#docan1765\\_3589\\_461](https://www.stamfordct.gov/government/boards-commissions/zoning-board/-folder-739#docan1765_3589_461)
- The Board of Trustees should becoming familiar with the related ordinance ([https://library.municode.com/ct/stamford/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH146HOST\\_ARTVISTAFHOTRFU](https://library.municode.com/ct/stamford/codes/code_of_ordinances?nodeId=COOR_CH146HOST_ARTVISTAFHOTRFU)) and Declaration of Trust (<http://www.boardofreps.org/data/sites/43/userfiles/Committees/fiscal/items/2021/f30415.pdf>)

- Similar to other City boards, Board of Trustees are provided the same liability protection as long as they act in good faith.
- Board of Trustees should review current Code of Ethics - [https://library.municode.com/ct/stamford/codes/code\\_of\\_ordinances?nodeId=COOR\\_C H19ETCOOF](https://library.municode.com/ct/stamford/codes/code_of_ordinances?nodeId=COOR_C H19ETCOOF)

**2. Balance of the Affordable Housing Trust Fund fiscal procedures:**

Mr. Blessing stated that a representative from OPM was unable to attend, but he is waiting for a report with the exact amounts of the Trust Fund.

Mr. Blessing estimates that there are \$1.2 million available in Linkage Fees and \$1.0 million available in Fee-in-Lieu funds, totaling an estimated \$2.2 million. Further information from OPM is expected to be made available in advance of the next meeting.

Mr. Blessing clarified that approximately 80% of units built through the lifetime of the Below Market Rate program were built on-site, while less than 20% were approved for the Fee-in-Lieu payout which is a major source of funding for the new Trust Fund. All Fee-in-Lieu funds currently in the account were from partial payouts (i.e. If a developer is required to build 9.2 units of housing they will often build 9 units and pay the fee-in-lieu equivalent for the 0.2 units).

**3. Approval of the 2021 meeting calendar:**

The Board of Trustees is required to meet a minimum of once per quarter, however Mr. Blessing suggested that at this stage the Board aim to meet monthly with the exception of the month of August. The third Tuesday of the month at 4:00pm was then agreed upon. A draft calendar will be provided to the Board in advance of the next meeting.

**4. Policies and Procedures to be adopted by the Board of Trustees:**

Mr. Stein moved that the Board request the Land Use Bureau prepare draft policies and procedures for accepting applications for the Affordable Housing Trust Fund and required documentation. Mr. Mannis seconded this vote which carried 5 to 0 (Blessing, DePina, Stein, Lane & Mannis).

**NOTE:** Ms. Bromley previously left the meeting and was not in attendance for this vote.

**ADJOURNMENT**

Ms. DePina called for adjournment of the meeting at 5:08pm, seconded by Ms. Lane and carried on a vote of 5 to 0 (Blessing, DePina, Stein, Lane & Mannis).

**NOTE:** These proceedings were recorded on video and are available for viewing through the City of Stamford's web page – [www.stamfordct.gov](http://www.stamfordct.gov).