



**Housing Authority of the City of Bristol
164 Jerome Avenue – Bristol, CT 06010**

Chief Executive Officer
Mitzy Rowe

Board of Commissioners
Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
David R. Godin
Andrew D. Thyme
Greg Klimek

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**Minutes of the Regular Meeting of the
Housing Authority of the City of Bristol**

**January 15, 2019
Cambridge Park Community Room – 164 Jerome Avenue**

Chair Bouffard called the meeting to order at 6:32 p.m.

1. Roll Call

Present:

Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
David Godin, Tenant Commissioner
Andrew D. Thyme, Commissioner (by telephone conference.)
Greg Klimek, Commissioner

Absent:

Also present: Mitzy Rowe, Chief Executive Officer; Melissa Green, Deputy Director/Director of HCV Program; Sal Vitrano, General Counsel; Carl Johnson, Director of Capital Funds; Joseph Daniel, Director of Finance; Sharon Oquendo, Director of Public Housing; Amy D'zurka, Property Manager; Beatrice Nieves, Property Manager; Laura LaMar, Property Manager; Ariana Caldas, Property Manager; Yvonne Tirado, Special Projects and Procurement Manager; Michael Kavanaugh, Executive Assistant to the CEO

2. Public Participation

No members of the public signed up to participate.

3. Review and Approval of the Minutes

Commissioner Godin made a motion to approve the minutes of the Regular Meeting of November 20, 2018, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED



4. Staff Reports for January 2019

- a. Chief Executive Officer Report**
- b. Director of Capital Fund Report**
- c. Deputy Director/Director of Housing Choice Voucher Program Report**
- d. AMP 1 – Senior Property Manager Report**
- e. AMP 2 – Director of Public Housing Program Report**
- f. AMP 3 – Property Manager Report**
- g. Congregate – Property Manager Report**
- h. Zbikowski Park M8 – Sr. Property Manager Report**
- i. Zbikowski Park LIHTC – Sr. Property Manager Report**
- j. Director of Finance Report**

Commissioner Godin made a motion to accept the staff reports, and the motion was seconded by Vice-Chair Suchinski.

Vice-Chair Suchinski commended the numbers in the staff reports and requested that the minutes cite the Board's appreciation for the BHA managers' continuously excellent work with unit turnovers and in general.

The CEO briefed the Board about an incident of lost keys found and used by a person who was seen on video entering JFK Apartments at night. Police were investigating and providing night patrol until the locks would be changed the following day.

The CEO provided the Board with an update on federal funds received and the fiscal outlook for BHA as it relates to the current federal government shutdown. The CEO will meet with the General Counsel to review funding past April should the shutdown continue.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

5. Board Committee Reports

There were no committee reports.

6. Review and Take Action on List of Invoices

Vice-Chair Suchinski made a motion to accept the List of Invoices, and the motion was seconded by Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

7. Review and Take Action on Financial Reports

Commissioner Godin made a motion to accept the financial reports for October and November 2018 as read until audited, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Resolution #1326 to Write Off Uncollectibles, Vacated Tenant

Balances as of 12-31-2018

Commissioner Godin made a motion to waive the reading and approve Resolution #1326 and attach a copy to the minutes, and the motion was seconded by Vice-Chair Suchinski.

RESOLUTION #1326

**TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 12/31/2018;
FEDERAL \$9,527.37; STATE \$13,495.33; HCV PROGRAM \$2,983.00**

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal \$9,527.37; State \$13,495.33; HCV Program \$2,983.00;

BE IT THEREFORE RESOLVED that the amount of Federal \$9,527.37; State \$13,495.33; HCV Program \$2,983.00 will be written off as of 12/31/2018.

Adopted January 15, 2019


Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Seal:

Roll Call:

Ayes:

Nays:

Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

9. Board Committee Assignments for 2019

The Board unanimously agreed that the Board committee assignments should remain in 2019 as in 2018.

10. Old/New Business

Commissioner Thyme inquired into the agreement between The Carabetta Companies and BHA, and the General Counsel reviewed the current status.

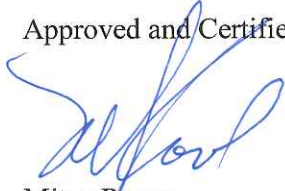
11. Adjournment

Commissioner Godin made a motion to adjourn the meeting at 6:39 p.m., and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:



Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: February 19, 2018