



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

February 19, 2019
Cambridge Park Community Room – 164 Jerome Avenue

Chair Bouffard called the meeting to order at 6:42 p.m.

1. Roll Call

Present:

Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
David Godin, Tenant Commissioner
Andrew D. Thyme, Commissioner
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; Beatrice Nieves, Sr. Property Manager; Laura LaMar, Property Manager; Amy D'zurka, 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 and Special Meeting both of January 15, 2019, and the motion was seconded by Commissioner Klimek.

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 Klimek made a motion to accept the staff reports, and the motion was seconded by Commissioner Godin.

The CEO asked the Board to allow BHA to provide nine project-based vouchers for veterans for the Elms project.

The CEO informed the Board that BHA was again designated by HUD as a High Performer for 2018.

The CEO informed the Board that HUD had awarded BHA with the HCV Family Self-Sufficiency grant.

The CEO informed the Board that the Central Connecticut Chamber of Commerce will be presenting an award to her on June 5, and the CEO expressed that she would like all BHA staff to attend if the Board so approved, and the Commissioners unanimously expressed their approval.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Commissioner Klimek made a motion to allow BHA to provide nine project-based vouchers for veterans for the Elms project, and the motion was seconded by Commissioner Godin.

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

Commissioner Klimek made a motion to accept the List of Invoices, and the motion was seconded by Commissioner Thyme.

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 December 2018 and January 2019 as read until audited, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Resolution #1327 To Write Off Uncollectibles, Vacated Tenant Balances as of 12/31/2018; \$3,939.74

Commissioner Klimek made a motion to waive the reading and approve Resolution #1327 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

RESOLUTION #1327

**TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES
AS OF 12/31/2018; \$3,939.74**

WHEREAS, The Housing Authority of the City of Bristol is the sole member of Zbikowski Park, LLC; and

WHEREAS, Zbikowski Park, LLC is the general partner of Zbikowski Park Neighborhood Limited Partnership; and

WHEREAS, it is deemed necessary and advisable for Zbikowski Park Neighborhood Limited Partnership to write off as uncollectable the amount of \$3,939.74.

NOW THEREFORE, IT IS HEREBY RESOLVED that Mitzy Rowe, the Manager of Zbikowski Park, LLC, is instructed and authorized to write off from the books of Zbikowski Park Neighborhood Limited Partnership the amount of \$3,939.74 as uncollectable.

Roll Call:

Ayes:

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

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

9. Agency Plan Changes Presentation

The director of public housing, the deputy director/director of hcv program, and the director of capital fund each gave a presentation on the changes in procedure and policy associated with his or her program to the Agency Plan.

10. Review and Take Action on Resolution #1328 to adopt the Agency Plan 2019-2023

Commissioner Klimek made a motion to waive the reading and approve Resolution #1328 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

RESOLUTION #1328

TO ADOPT THE AGENCY PLAN 2019-2023

In accordance with HUD Notices PIH 99-33 and 99-5 (HA), the Public Housing Authority Certification of Compliance with the Public Housing Authority Plans and Related Regulations:

“THEREFORE, BE IT HEREBY RESOLVED that:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA’s jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards, in developing the Plan, and considered the recommendations of the Board or Boards (24CFR 903.13.) The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD’s MTCS in an accurate, complete and timely manner (as specified in PHI Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;

- The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c) (1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
 12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by the Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR part 58.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.)
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.”

“THEREFORE, BE IT HEREBY RESOLVED that the Bristol Housing Authority Commission is approving the Annual Plan Certification as required, and this resolution shall be attached to the executed Certification for submission to HUD.”

“BE IT THEREFORE RESOLVED that this Resolution is duly adopted by the Housing Authority of the City of Bristol at a meeting of its Commissioners on February 19, 2019 and which has not been rescinded or modified in any way whatsoever.”

Roll Call:

Ayes:

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

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action on Resolution #1329 to amend the Admissions and Continued Occupancy Plan 2019-2023 (ACOP)

Commissioner Klimek made a motion to waive the reading and approve Resolution #1329 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

RESOLUTION #1329

**TO AMEND THE ADMISSION AND CONTINUED OCCUPANCY PLAN (ACOP)
2019-2023**

WHEREAS, administration of the public housing program and the functions and responsibilities of the Bristol Housing Authority staff shall be in compliance with the Bristol Housing Authority's Personnel Policy;

WHEREAS, the administration of the Bristol Housing Authority's housing program shall be in compliance with the requirements of the Department of Housing and Urban Development;

WHEREAS, such requirements include public housing regulations, handbooks and applicable notices issued by the Department of Housing and Urban Development;

WHEREAS, the Admission And Continued Occupancy Plan for the Bristol Housing Authority is designed to demonstrate that it is managing its program in a manner that reflects its commitment to improving the quality of housing available to the public;

WHEREAS, the purpose of Admission And Continued Occupancy Policy is to establish guidelines for the Bristol Housing Authority staff to follow in determining eligibility for admission and continued occupancy;

AND WHEREAS, the Admission And Continued Occupancy Policy is to be binding upon applicants, residents and the Bristol Housing authority.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Admission And Continued Occupancy Plan 2019-2023 for the Bristol Housing Authority.

Roll Call:

Ayes:

Chair Bouffard

Nays:

Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action on Resolution #1330 to adopt the Section 8 Administrative Plan

Commissioner Godin made a motion to waive the reading and approve Resolution #1330 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

RESOLUTION #1330

TO ADOPT THE SECTION 8 ADMINISTRATIVE PLAN 2019-2023

WHEREAS, it is the policy of the Bristol Housing Authority to fully comply with all federal, state and local non-discrimination laws;

WHEREAS, it is the policy of the Bristol Housing Authority to comply with all U.S. Department of Housing and Urban Development regulations governing fair housing and equal opportunity;

WHEREAS, no person shall, on the ground of race, color, sex, religion, national or ethnic origin, family status, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the Bristol Housing Authority Housing Programs;

AND WHEREAS, the Section 8 Administrative Plan 2019-2023 is designed to promote the aforementioned policies.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Section 8 Administrative Plan 2019-2023 for the Bristol Housing Authority.

Roll Call:

Ayes:

Nays:

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

13. Review and Take Action on Resolution #1331 to adopt the Annual and Five-Year Capital Fund Plans 2019-2023

Commissioner Klimek made a motion to waive the reading and approve Resolution #1331 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

RESOLUTION #1331

TO AMEND THE ANNUAL AND FIVE-YEAR CAPITAL FUND PLANS 2019-2023

WHEREAS, the Annual Contributions Contract (ACC) between the Department of Housing and Urban Development and Bristol Housing Authority requires, and federal regulations also require, the Bristol Housing Authority to review and update its Capital Fund Program (CFP) Five-Year Plan as needed;

WHEREAS, the 2019 Capital Fund Program Annual Plan is a Component of the 2019-2023 Capital Fund Five-Year Action Plan;

WHEREAS, the 2019 Capital Fund Program Annual Plan has been revised and updated the Bristol Housing Authority is desirous of adopting the revised and updated plan and;

WHEREAS, the Bristol Housing Authority needs to update Capital Fund Five-Year Action Plan and Capital Fund Program Annual Plan every year to comply with Department of Housing and Urban Development regulations.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Annual and Five-Year Capital Fund Plan 2019-2023 for the Bristol Housing Authority.

Roll Call:

Ayes:

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

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

14. Review and Take Action on Resolution #1332 to adopt the Family Self Sufficiency (FSS) Action Plan FY 2019-2023

Commissioner Klimek made a motion to waive the reading and approve Resolution #1332 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

RESOLUTION #1332

TO ADOPT THE FAMILY SELF SUFFICIENCY ACTION PLAN (FSS) FY 2019-2023

WHEREAS, it is the policy of the Bristol Housing Authority to fully comply with all federal, state and local non-discrimination laws;

WHEREAS, it is the policy of the Bristol Housing Authority to comply with all U.S. Department of Housing and Urban Development regulations governing fair housing and equal opportunity;

WHEREAS, no person shall, on the ground of race, color, sex, religion, national or ethnic origin, origin, family status, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the Bristol Housing Authority Housing Programs;

AND WHEREAS, the Family Self Sufficiency Action Plan FY 2019-2023 is designed to promote the aforementioned policies.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Family Self Sufficiency Action Plan FY 2019-2023 for the Bristol Housing Authority.

Roll Call:

Ayes:

Nays:

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

15. Review and Take Action on Resolution #1333 to adopt the Section 8 Homeownership Action Plan FY 2019-2023

Commissioner Klimek made a motion to waive the reading and approve Resolution #1333 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

RESOLUTION #1333

TO ADOPT THE SECTION 8 HOMEOWNERSHIP ACTION PLAN FY 2019-2023

WHEREAS, it is the policy of the Bristol Housing Authority to fully comply with all federal, state and local non-discrimination laws;

WHEREAS, it is the policy of the Bristol Housing Authority to comply with all U.S. Department of Housing and Urban Development regulations governing fair housing and equal opportunity;

WHEREAS, no person shall, on the ground of race, color, sex, religion, national or ethnic origin, family status, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the Bristol Housing Authority Housing Programs;

AND WHEREAS, the Section 8 Homeownership Program Action Plan FY 2019-2023 is designed to promote the aforementioned policies.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Section 8 Homeownership Program Action Plan FY 2019-2023 for the Bristol Housing Authority.

Roll Call:

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

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

16. Review and Take Action on Review and Take Action on Resolution #1334 to authorize BHA to borrow \$161,000 from BNDC

Commissioner Godin made a motion to waive the reading and approve Resolution #1334 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

RESOLUTION #1334

TO AUTHORIZE BHA TO BORROW \$161,000 FROM BNDC

WHEREAS, the Housing Authority of the City of Bristol (BHA) desires a Loan from Bristol Neighborhood Development Corp. (BNDC) for the purposes of pre-development application preparation for Komanetsky Estates Application for State Sponsored Housing Portfolio (SSHP);

WHEREAS, BHA believes such a Loan would be in the best interest of both BHA and BNDC in terms of promoting their respective missions.

NOW THEREFORE, IT IS HEREBY RESOLVED, that BHA shall borrow from BNDC ONE-HUNDRED SIXTY-ONE THOUSAND AND 00/100 (\$161,000.00) DOLLARS at a 2.5% per annum interest rate with a repayment date on or before May 1, 2020.

Roll Call:

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

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

17. Executive Session to Discuss Carabetta Proposal

The Board unanimously agreed that there was no need at the time to discuss the Carabetta proposal; therefore, the Board did not enter into executive session.

18. Any Action Resulting from Executive Session

The Board did not previously enter into executive session; therefore, there was no action taken.

19. Old/New Business

There was no old or new business discussed.

20. Adjournment

Commissioner Klimek made a motion to adjourn the meeting at 7:31 p.m., and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:

Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: March 19, 2018