



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

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

Chair Bouffard called the meeting to order at 6:37 p.m.

1. Roll Call

Present:

Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
Andrew D. Thyme, Commissioner
Greg Klimek, Commissioner

Absent:

David Godin, Tenant Commissioner

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; 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; Gregory Hahn, City Liaison

2. Public Participation

No members of the public signed up to participate.

3. Review and Approval of the Minutes

Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of February 19, 2019, the Capital Committee Special Meeting of February 19, 2019, and the Personnel Committee Special Meeting of March 5, 2019, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED



4. Staff Reports for March 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**

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

The CEO informed the board that Zbikowski Park was ready to submit to NEF a request for the final installment after an adjustment was reviewed by the accountant.

The CEO stated that the Director of Capital Fund was preparing documentation for HUD regarding the purchase of the property at 69 Gaylord Street.

Chair Bouffard congratulated the CEO on BHA being chosen to receive on June 5, 2019 the Outstanding Community Service Award from the Bristol Chamber of Commerce.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

5. Board Committee Reports

The CEO reported that a Finance Committee meeting and a Personnel Committee meeting took place since the last regular meeting and that budget and personnel remuneration was discussed.

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 Klimek made a motion to accept the financial reports for February 2019 as read until audited, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Budget Workshop with Fee Accountant of BDO PHA Finance

Fee Accountant Nicole Hannigan of BDO USA, LLC was present and presented an overview of the BHA budget for fiscal year 2019-2020. Ms. Hannigan answered commissioners' questions. BDO Partner Brian Alten participated by telephone conference.

Commissioner Thyme made a motion to approve the BHA budget for fiscal year 2019-2020, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

9. Approval of BHA Purchase from BNDC of 69 Gaylord Street Property

Commissioner Thyme made a motion to approve the BHA purchase of 69 Gaylord Street from BNDC for the total cost expended by BNDC plus 5%, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Old/New Business

The CEO and the Board discussed The Elms project and the veterans vouchers being provided by BHA. Commissioner Klimek asked how the selection of applicants will be handled and how this program could benefit Bristol veterans. The CEO explained that the Chrysalis Center would find applicants through the CAN (Coordinated Access Network). The General Counsel suggested notifying Army Strong at City Hall at the time applications are ready to be received.

11. Executive Session to Discuss

- a. Employee Matters
- b. Status of Carabetta Contract

At 7:05 p.m. Commissioner Klimek moved that the Board enter into executive session, inviting in the CEO and the General Counsel, to discuss the above two matters, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 7:51 p.m.

12. Any Action Resulting from Executive Session

Commissioner Klimek made a motion to authorize all payroll and staff changes as presented by the CEO during executive session, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

13. Adjournment

Commissioner Thyme made a motion to adjourn the meeting at 7:53 p.m., and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:

Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: April 16, 2018