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

April 16, 2019
Cambridge Park Community Room – 164 Jerome Avenue

Chair Bouffard called the meeting to order at 6:30 p.m.

1. Roll Call

Present: Riccy Bouffard, Chair
        Brian S. Suchinski, Vice-Chair
        David R. Godin, Tenant Commissioner
        Greg Klimek, Commissioner

Absent: Andrew D. Thyme, Commissioner

Also present: Mitzy Rowe, Chief Executive Officer; Melissa Green, Deputy Director/Director of HCV Program; Sal Vitriano, General Counsel; Carl Johnson, Director of Capital Funds; Sharon Oquendo, Director of Public Housing; Beatrice Nieves, Sr. 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 Klimke made a motion to approve the minutes of the Regular Meeting of March 19, 2019 and the minutes of the Finance Committee Special Meeting of March 19, 2019, and the motion was seconded by Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

4. Staff Reports for March 2019

"Designated High Performer by HUD for 2018"
The Bristol Housing Authority is an Equal Opportunity Affirmative Action Employer
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 Godin made a motion to accept the staff reports, and the motion was seconded by Commissioner Klimick.

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 Klimick made a motion to accept the List of Invoices for March 2019, 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 Klimick made a motion to accept the financial reports for March 2019 as read until audited, and the motion was seconded by Commissioner Godin.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

8. **Audit Review**

Michael P. Guyder, Partner of Marcum LLP (formerly of Guyder Hurley P.C.) and his colleague Andrew Remus gave a presentation in review of the completed audit for fiscal year 2019. Mr. Guyder answered questions from the commissioners.

9. **Approval of the BDO USA, LLC Agreements to Provide Services to BHA and Zbikowski Park Neighborhood LP**

Commissioner Klimick made a motion to approve the agreements for BDO USA, LLC to provide services to BHA and Zbikowski Park Neighborhood LP, and the motion was seconded by Commissioner Godin.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**
10. Review and Take Action on Resolution #1335 to Approve the Rate-Consumption Report Allowance for Tenant-Furnished Utilities and Other Services

Commissioner Klimek made a motion to waive the reading and approve Resolution #1335 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.

**RESOLUTION #1335**

TO APPROVE THE RATE-CONSUMPTION REPORT ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES

WHEREAS, the Bristol Housing Authority received the utility allowances listed below for Heating, Cooking, Other Electric and Water Heating;

NOW THEREFORE, it is hereby resolved that the Bristol Housing Authority implement the following utility allowances beginning July 1, 2019.

<table>
<thead>
<tr>
<th>Locality: Bristol Housing Authority</th>
<th>Connecticut Department of Housing HCV Utility Schedule</th>
<th>Date: 07/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Type</td>
<td>Monthly Dollar Allowances</td>
<td></td>
</tr>
<tr>
<td>Mobile Home (Manufactured Home)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Coal</td>
<td>39 47 69 82 96</td>
<td></td>
</tr>
<tr>
<td>b. Bottle Gas</td>
<td>85 103 139 162 192</td>
<td></td>
</tr>
<tr>
<td>c. Oil</td>
<td>83 102 122 144 173</td>
<td></td>
</tr>
<tr>
<td>High Rise with Elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>23 47 61 74 81 89</td>
<td></td>
</tr>
<tr>
<td>b. Oil</td>
<td>64 80 106 128 138 150</td>
<td></td>
</tr>
<tr>
<td>c. Electric</td>
<td>52 69 95 121 147 162</td>
<td></td>
</tr>
<tr>
<td>d. Propane</td>
<td>53 77 118 141 177 195</td>
<td></td>
</tr>
<tr>
<td>Row House/Garden Apt. (Rowhouse/Townhouse) *</td>
<td>2-3 Family Duplex Semi-Detached</td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>30 54 68 81 95 104</td>
<td></td>
</tr>
<tr>
<td>b. Electric</td>
<td>69 87 117 134 165 181</td>
<td></td>
</tr>
<tr>
<td>c. Bottle Gas</td>
<td>80 91 124 153 177 195</td>
<td></td>
</tr>
<tr>
<td>d. Oil</td>
<td>70 93 115 138 160 176</td>
<td></td>
</tr>
</tbody>
</table>
Single Family Detached
  a. Natural Gas  43  65  76  88  108  119
  b. Electric  83  104  139  156  182  200
  c. Bottle Gas  88  118  147  171  206  227
  d. Oil  96  112  128  150  186  205

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Monthly Dollar Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 BR</td>
</tr>
<tr>
<td>All Unit Types - Cooking</td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>8</td>
</tr>
<tr>
<td>b. Electric</td>
<td>12</td>
</tr>
<tr>
<td>c. Bottle Gas</td>
<td>13</td>
</tr>
<tr>
<td>All Unit Types - Electricity</td>
<td>34</td>
</tr>
<tr>
<td>All Unit Types - Water Heat</td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>19</td>
</tr>
<tr>
<td>b. Electric</td>
<td>55</td>
</tr>
<tr>
<td>c. Bottle Gas</td>
<td>27</td>
</tr>
<tr>
<td>d. Oil</td>
<td>22</td>
</tr>
<tr>
<td>Range (Tenant Owned)</td>
<td>2</td>
</tr>
<tr>
<td>Refrigerator (Tenant Owned)</td>
<td>3</td>
</tr>
</tbody>
</table>

Roll Call:
Ayes:  Nays:
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Klimek

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action on Resolution #1336 Authorizing the Approval of the BHA Operating Budget for the Federal Housing Rental Program for AMP1, AMP2, AMP3, Central Office, and Housing Choice Voucher Program

Commissioner Klimek made a motion to waive the reading and approve Resolution #1336 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.

RESOLUTION #1336

AUTHORIZING THE APPROVAL OF THE BHA OPERATING BUDGET FOR THE FEDERAL HOUSING RENTAL PROGRAM FOR AMP1, AMP2, AMP3, CENTRAL OFFICE, AND HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the U.S. Department of Housing and Urban Development requires that annually the Federal CT-023 Budgets be revised and that they shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that revisions of the Federal Program Budgets are necessary to meet the requirements of the Program, and

BE IT THEREFORE RESOLVED, that the Federal Budgets as presented and attached for Number CT-023 be approved by the Housing Authority of the City of Bristol, and
BE IT FURTHER RESOLVED, that the plans shall become effective only after July 1, 2019 and implemented thereafter with a time schedule provided by law.

Roll Call:

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

Nays:  

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action on Resolution #1337 Authorizing Management Plan and Services Budget for the Congregate Housing Rental Program for D.J. Komanetsky Estates C-14 to be Submitted to the State of Connecticut, Department of Housing, and the Connecticut Housing Finance Authority

Commissioner Klimek made a motion to waive the reading and approve Resolution #1337 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.

RESOLUTION #1337

AUTHORIZING MANAGEMENT PLAN AND SERVICES BUDGET FOR THE CONGREGATE HOUSING RENTAL PROGRAM FOR D. J. KOMANETSKY ESTATES C-14 TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Dimitry J. Komanetsky Estates, Project Number C-14 is approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut, Department of Housing and the Connecticut Housing Finance Authority for their approval, and

BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

Roll Call:

Ayes:  
Chair Bouffard  

Nays:  

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

13. **Review and Take Action on Resolution #1338 Authorizing Management Plan for the Section 8 Rental Program for Projects Zbikowski Park M8 and Mountain Laurel Manor E-139-L to be Submitted to the State of Connecticut, Department of Housing, and the Connecticut Housing Finance Authority**

Commissioner Klimek made a motion to waive the reading and approve Resolution #1338 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.

**RESOLUTION #1338**

**AUTHORIZING MANAGEMENT PLAN FOR THE SECTION 8 RENTAL PROGRAM FOR PROJECTS ZBIKOWSKI PARK M8 AND MOUNTAIN LAUREL MANOR E-139-L TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY**

**WHEREAS,** the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times, continue to provide income adequate for said purposes, and

**WHEREAS,** it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

**BE IT THEREFORE RESOLVED,** that the Management Plan for Mountain Laurel Manor and Zbikowski Park M-8 and Projects Numbered E-139-L, approved by the Housing Authority of the City of Bristol, and

**BE IT FURTHER RESOLVED,** that the plan is submitted to the State of Connecticut Department of Housing and the Connecticut Housing Finance Authority for their approval, and

**BE IT FURTHER RESOLVED,** that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

**Roll Call:**

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

**Nays:**

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**
14. Review and Take Action on Resolution #1339 to Write Off Uncollectibles, Vacated Tenant Balances as of 03/31/2019; Federal $2,408.60; State $570.88; HCV Program $0.00

Vice-Chair Suchinski made a motion to waive the reading and approve Resolution #1339 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.

RESOLUTION #1339

TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES
AS OF 03/31/2019; FEDERAL $2,408.60; STATE $570.88; HCV PROGRAM $0.00

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal $2,408.60; State $570.88; HCV Program $0.00;

BE IT THEREFORE RESOLVED that the amount of Federal $2,408.60; State $570.88; HCV Program $0.00 will be written off as of 03/31/2019.

Roll Call:
Ayes: Nays:
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Klimek

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

15. Review and Take Action on Resolution #1340 to Write Off Uncollectibles, Vacated Tenant Balances as of 03/31/2019; Zbikowski Park LIHTC $5,289.03

Commissioner Klimek made a motion to waive the reading and approve Resolution #1340 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.

RESOLUTION #1340

TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES
AS OF 03/31/2019; ZBIKOWSKI PARK LIHTC $5,289.03

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Zbikowski Park LIHTC;

BE IT THEREFORE RESOLVED that the amount of $5,289.03 will be written off for Zbikowski Park LIHTC as of 03/31/2019.

Roll Call:
Ayes: Nays:
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Klimek
There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

16. Old/New Business

There was no old or new business discussed.

17. Executive Session to Discuss
    a. Carabetta Contract and Arbitration
    b. Personnel Matters

At 6:49 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 Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 7:20 p.m.

18. Any Action Resulting from Executive Session

No action was taken as a result of executive session.

19. Adjournment

Commissioner Klimek made a motion to adjourn the meeting at 7:21 p.m., and the motion was seconded by Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:

[Signature]

Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: May 21, 2019