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

May 21, 2019
Komanetsky Estates – 81 Grove Avenue

Chair Bouffard called the meeting to order at 6:39 p.m.

1. Roll Call

Present
Rickey 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 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; Michael Kavanaugh, Executive Assistant to the CEO

2. Public Participation

Marie Latronica of 81 Grove Avenue shared that she was very pleased with the living conditions at D.J. Komanetsky Estates. She complimented the cleanliness of the facility, the quality of the food, and the good nature of the people with whom she lives.

3. Review and Approval of the Minutes

Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of April 16, 2019, and the motion was seconded by Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

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

The CEO said that as the Independence Day holiday falls on Thursday, July 4 this year, she would like to close all BHA offices on Friday, July 5 with staff submission of PTO for the day. The Board gave unanimous consent.

The CEO announced that the College Prep Program, run by Tyrone C. Black, Ed.D. of T. Carlton Educational Consulting, LLC, has received the Award of Merit from NAHRO. Additionally, the program is a nominee for NAHRO’s Award of Excellence.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

5. Board Committee Reports

There were no committee reports.

6. Review and Take Action on Financial Reports

Director Klimek made a motion to table the approval of the April 2019 financial reports until next month, and the motion was seconded by Director Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

7. Review and Take Action on List of Invoices

Commissioner Klimek made a motion to accept the List of Invoices for April 2019, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Resolution #1341 to Approve the Renewal of the Mountain Laurel Manor HAP Contract with the CT Department of Housing

Commissioner Klimek made a motion to waive the reading and approve Resolution #1341 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1341

TO APPROVE THE RENEWAL OF THE MOUNTAIN LAUREL MANOR HAP CONTRACT WITH THE CT DEPARTMENT OF HOUSING

WHEREAS, the Housing Authority of the City of Bristol (hereafter referred to as "BHA") on March 26, 1980, entered into a Housing Assistance Payment Contract (HAP CONTRACT), MASTER SECTION 8 ACC NUMBER: B2036, ACC LIST NUMBER AND DATE: B79-693 9/27/79 for Mountain Laurel Manor 3473;

WHEREAS, the first five year term of the HAP CONTRACT was effective May 8, 1980;

WHEREAS, the HAP CONTRACT provided for seven additional five year terms;

WHEREAS, the HAP CONTRACT will expire May 8, 2020;

WHEREAS, BHA deems it in its best interest and the interest of its tenants located in Mountain Laurel Manor to enter into a new HAP CONTRACT and/or extend the existing HAP CONTRACT for an additional forty years.

NOW THEREFORE, IT IS HEREBY RESOLVED the CEO shall enter into a Housing Assistance Payment Contract with the U.S. Department of Housing and Urban Development and the Connecticut Department of Housing for the facility known as Mountain Laurel Manor on terms, provisions, conditions and rents as are deemed necessary and appropriate by the CEO, Mitzy Rowe.

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

9. Review and Take Action on Resolution #1342 to Approve Rent Increase for Komanetsky Estates

Vice-Chair Suchinski read Resolution #1342 aloud.

Commissioner Godin made a motion to approve Resolution #1342 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.

RESOLUTION #1342

TO APPROVE RENT INCREASE FOR KOMANETSKY ESTATES

WHEREAS, The Housing Authority of the City of Bristol approves the following rent increase for Komanetsky Estates as follows:
$20 increase in base side rent:
- studio apartments from $530 to $550
- one-bedroom apartments from $555 to $575

WHEREAS, the rent increase will take effect on July 1, 2019.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Housing Authority of Bristol hereby acknowledge and approve the above rent increase to take effect July 1, 2019.

Roll Call

Ayes
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Klimek

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Old/New Business

There was no old or new business discussed.

11. Executive Session to Discuss Pending Litigation

At 6:49 p.m. Commissioner Godin moved that the Board enter into executive session, inviting in the CEO and the General Counsel, to discuss pending litigation, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 6:58 p.m.

12. Any Action Resulting from Executive Session

No action was taken as a result of executive session.

13. Executive Session to Discuss Personnel Matters

At 6:59 p.m. Commissioner Klimek moved that the Board enter into executive session, inviting in Labor Council William A. Ryan of Ryan & Ryan, LLC, to discuss personnel 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 7:22 p.m.
14. **Any Action Resulting from Executive Session**

No action was taken as a result of executive session.

15. **Adjournment**

Commissioner Klimek made a motion to adjourn the meeting at 7:23 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]

Date: June 18, 2019

Mitzy Rowe  
Chief Executive Officer  
Bristol Housing Authority