



**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**

March 20, 2018

Cambridge Park Community Room – 164 Jerome Avenue

Chair Bouffard called the meeting to order at 6:33 p.m.

1. Roll Call

Present:

Rickey Bouffard, Chair
David Godin, Tenant Commissioner
Andrew D. Thyme, Commissioner
Greg Klimek, Commissioner

Absent:

Brian S. Suchinski, Vice-Chair

Gregory Hahn, City Liaison

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; 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 Klimek moved to approve the minutes of the Regular Meeting of February 20, 2018, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED



4. Staff Reports for March 2018

- 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 – Property Manager Report**
- i. Zbikowski Park LIHTC – Property Manager Report**
- j. Director of Finance Report**

The CEO shared that BHA and the Bristol Boys & Girls Club are partnering in a joint program called VIBE (Vision...Initiative...Believe...Education). Using the three-year FSS grant, the CEO believes that this program can serve well youth, children, the elderly and families in the area. The General Counsel is preparing an MOU.

The CEO introduced the new AMP3 property manager, Amy D'zurka.

Chair Bouffard asked if a meeting was planned with Carabetta, and the CEO responded that a meeting was in the process of being confirmed for April 19.

Mr. Johnson shared that he and Yvonne Tirado, Special Projects and Procurement Manager, met with John Luckenbach of Best Practice Energy LLC of South Kingston, RI who will provide a proposal to work for BHA as a broker regarding gas suppliers and pricing.

Chair Bouffard inquired about the progress of the Zbikowski Park closing, and the CEO said that the closing should be finalized around April 15.

Commissioner Thyme asked Mr. Johnson if anything had moved forward with CT Greenbank, and Mr. Johnson responded that two ZREC (Zero Renewable Energy Credits) have been signed for Mountain Laurel and Komanetsky Estates.

Commissioner Klimek inquired about plans to expand solar energy on properties, and Mr. Johnson said that large lighting was on track for next month at JFK Apartments and Gaylord Towers.

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 moved 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 moved to accept the Financial Reports for February 2018 as read until audited, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. **Review of Amendment to Article 3, Section 5. of the By Laws of the Housing Authority of the City of Bristol**

Commissioner Klimek shared that information from the Town and City Clerk suggests that further changes to the By Laws be proposed regarding Emergency Meetings. The General Counsel agreed to follow up on that information. The General Counsel further suggested that the Board table the vote on Resolution #1312 to Amend the By Laws, following on the agenda, until he could present follow-up on Commissioner Klimek's report.

9. **Review and Take Action on Resolution #1312 to Amend the By Laws of the Housing Authority of the City of Bristol**

Commissioner Klimek made a motion to table the Review of Amendment to Article 3, Section 5. of the By Laws and to table the vote on Resolution #1312 pending receipt of the General Counsel's review, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. **Review and Take Action on Proposed Amendment to Section X of the Procurement Policy**

Commissioner Godin made a motion to approve the proposed amendment to Section X of the Procurement Policy, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. **Review and Take Action on Proposed Amendment to Section 5, Part 2 of the Personnel Policy: New-Hire Management and Non-Union Staff PTO**

Commissioner Godin made a motion to approve the proposed amendment to Section 5, Part 2 of the Personnel Policy, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. **Executive Session to Discuss Personnel Matters**

At 6:50 p.m. Commissioner Klimek moved that the Board enter executive session inviting the CEO and the General Counsel to discuss personnel 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 6:52 p.m.

13. Any Action Resulting from Executive Session

No action was taken as a result of the executive session.

14. Old/New Business

The CEO presented the proposal from J Associates Architects for the Bonnie Acres Extension reroofing project.

Commissioner Thyme made a motion to approve the J Associates Architects proposal, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Commissioner Klimek stated that he would like to have the Board meet from time to time at BHA sites other than Cambridge Park in order to allow residents to participate. It was agreed that participation of residents would be limited to three minutes per individual. The General Counsel suggested that the CEO present at the next regular meeting a proposal for re-scheduling the location of some of this year's regular meetings.

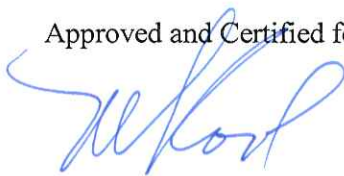
15. Adjournment

Commissioner Godin made a motion to adjourn the meeting at 6:58 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 17, 2018