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

August 14, 2018
Gaylord Towers, 55 Gaylord Street, Bristol

Chair Bouffard called the meeting to order at 6:49 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

   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; 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**

   Gaylord Towers resident Scott Spooner asked when the new outdoor lights would be installed, and Mr. Johnson replied that they would be in place in September. JFK Apartments resident Judy McGuire spoke about the poor quality of the new stoves that were recently installed at Gaylord Towers, and the Chair said that BHA would look into it. Ms. McGuire also spoke about the difficulty of opening the building’s windows and that is would be helpful to tenants if more advanced notice could be given tenants for things like inspections and maintenance, and Ms. D’zurka took notice.

3. **Review and Approval of the Minutes**

   Commissioner Godin moved to approve the minutes of the Regular Meeting of June 19, 2018; the Special Meeting of August 7, 2018; and the Special Meeting of August 8, 2018; and the
motion was seconded by Commissioner Klimek.

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

Commissioner Godin moved to accept the staff reports, and the motion was seconded by Commissioner Thyme.

The CEO informed the Board that a City of Bristol winter parking ban waiver will be requested so that in good weather tenants would be allowed to park on the side of the streets surrounding properties during the winter months. When a mandatory citywide parking ban is announced, however, residents must park in their designated parking lot spaces.

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 Godin moved to accept the List of Invoices, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

7. Review and Take Action on Resolution #1321 to approve the increase for the zero, one, two, three and four bedroom payment standards for the housing choice voucher (section 8) program for the Town of Southington effective April 21, 2018

Vice-Chair Suchinski made a motion to waive the reading and approve Resolution #1321 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1321

RESOLUTION TO APPROVE THE INCREASE FOR THE ZERO, ONE, TWO, THREE AND FOUR BEDROOM PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM FOR THE TOWN OF SOUTHTON EFFECTIVE APRIL 21, 2018

WHEREAS, the Housing Authority of the City of Bristol, in compliance with the United States Department of Housing & Urban Development will amend its zero, one, two, three and four-bedroom payment standards for the Housing Choice Voucher (Section 8) Program for the town of Southington effective April 21, 2018;

WHEREAS, the zero-bedroom payment standard will increase from $711 to $870. This increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

WHEREAS, the 1-bedroom payment standard will increase from $874 to $1,020. This increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

WHEREAS, the 2-bedroom payment standard will increase from 1,091 to $1,270. This increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

WHEREAS, the 3-bedroom payment standard will increase from $1,365 to $1,590. This increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

WHEREAS, the 4-bedroom payment standard will increase from $1,551 to $1,810. This increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents).

NOW THEREFORE, IT IS HEREBY RESOLVED that the Commissioners of the Housing Authority of the City of Bristol approve and adopt the Payment Standards for the Section 8 Program for the town of Southington effective April 21, 2018.

Adopted August 14, 2018

Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Seal:

Roll Call:

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

Nays:  

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Approved September 25, 2018
There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

8. **Review and Take Action on Recommendation for IT Vendor, Intellibeam, LLC**

Commissioner Godin made a motion to allow the CEO to sign a two-year contract with Intellibeam, LLC in accordance with the recommendation, and the motion was seconded by Commissioner Thyme.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

9. **Old/New Business**

Director Klimek made a motion to move agenda item 11 to item 9, and Vice-Chair Suchinski seconded the motion.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

The CEO presented to the Board the new partnership with Chrysalis Center, Inc. for BHA to provide property management for The Elms property, which provides housing for disabled veterans.

Vice-Chair Suchinski made a motion to authorize the CEO to sign an MOU between the Chrysalis Center and BHA for the Elms project, to sign the management agreement with the same, so sign the business associate agreement with the same, and to explore the possibility of nine ACV vouchers for the Elms project; and Commissioner Godin seconded the motion.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

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

At 7:15 p.m. Commissioner Klimek moved that the Board enter executive session, inviting in the CEO, to discuss personnel matters, and the motion was seconded by Comm. Thyme.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

Chair Bouffard declared the meeting in open session at 7:41 p.m.

11. **Any Action Resulting from Executive Session**

Vice-Chair Suchinski made a motion to authorize Beatrice Nieves to be promoted to Sr. Property Manager, and Commissioner Godin seconded the motion.

There being no further discussion
12. Adjournment

Commissioner Godin made a motion to adjourn the meeting at 7:43 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: September 25, 2018