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

September 25, 2018
Cambridge Park Community Room – 164 Jerome Avenue

Chair Bouffard called the meeting to order at 7:04 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

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; 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

2. Public Participation

No members of the public signed up to participate.

3. Review and Approval of the Minutes

Commissioner Godin moved to approve the minutes of the Regular Meeting of August 14, 2018 and the Special Meeting of August 11, 2018, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

"Designated High Performer by HUD for 2017"
The Bristol Housing Authority is an Equal Opportunity Affirmative Action Employer
4. Staff Reports for September 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 – Sr. Property Manager Report
i. Zbikowski Park LIHTC – Sr. Property Manager Report
j. Director of Finance Report

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

The CEO informed the Board that Jay Maia of the Bristol Boys and Girls Club had requested that the basketball court on the Cambridge Park property be moved to the street side of the baseball field for safety reasons—baseballs hit long head toward the basketball court where it is currently placed. The CEO recommended making the change, and the Board agreed.

The CEO reported that the first session of the College Prep Program took place on September 19. There were 51 attendees including 22 students. The atmosphere was exciting and very positive.

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 June, July and August 2018 as read until audited, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Resolution #1322 to Write Off Uncollectibles, Vacated Tenant Balances as of 06-30-2018

Commissioner Godin made a motion to waive the reading and approve Resolution #1322 and
RESOLUTION #1322

TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 06/30/2018;
FEDERAL $2,084.82; STATE $0.00; HCV PROGRAM $0.00

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal $2,084.82; State $0.00; HCV Program $0.00;

BE IT THEREFORE RESOLVED that the amount of Federal $2,084.82; State $0.00; HCV Program $0.00 will be written off as of 06/30/2018.

Adopted September 25, 2018

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

Roll Call:

Ayes:  
Chair Bouffard  
Commissioner Godin  
Commissioner Thyme  
Commissioner Klimek

Nays:

There being no further discussion

UNANIMOUS VOTE. MOTION CARRIED

9. Review and Take Action on Resolution #1323 to Approve the Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year End 06/30/2018

Commissioner Godin made a motion to waive the reading and approve Resolution #1323 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.
RESOLUTION #1323

TO APPROVE THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FISCAL YEAR END 06/30/2018

WHEREAS, in accordance with 24 CFR 985.101 the Bristol Housing Authority submitted to HUD the required SEMAP certification form within 60 calendar days after the end of the fiscal year;

WHEREAS, the certification be approved by Board resolution and signed by the Chief Executive Officer of the Bristol Housing Authority;

BE IT THEREFORE RESOLVED that the Commissioners of the Bristol Housing Authority approve the Section 8 Management Assessment Program (SEMAP) certification for Fiscal Year End 06/30/2018.

Adopted September 25, 2018

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

Seal:

Roll Call:

Ayes:  Nays:

Chair Bouffard
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Review and Take Action on Resolution #1324 to Approve the Increase for the One, Two, Three, and Four Bedroom Payment Standards for the Housing Choice Voucher (Section 8) Program for the Town of Bristol Effective January 1, 2019

Commissioner Godin made a motion to waive the reading and approve Resolution #1324 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.
RESOLUTION #1324

TO APPROVE THE INCREASE FOR THE ONE, TWO, THREE AND FOUR BEDROOM PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM FOR THE TOWN OF BRISTOL EFFECTIVE JANUARY 1, 2019

WHEREAS, the Housing Authority of the City of Bristol, in compliance with the United States Department of Housing & Urban Development will amend its one, two, three, and four-bedroom payment standards for the Housing Choice Voucher (Section 8) Program for the town of Bristol effective January 1, 2019;

WHEREAS, the 1-bedroom payment standard will increase from $874 to $890. 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 $1,110. 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 $1,390. 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 $1,560. This increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

BE IT THEREFORE 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 Bristol effective January 1, 2019.

Adopted September 25, 2018

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

Roll Call:

Ayes: Chair Bouffard
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Nays: 

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED
11. Review and Take Action on Resolution #1325 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 Plainville Effective January 1, 2019

Commissioner Godin made a motion to waive the reading and approve Resolution #1325 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.

RESOLUTION #1325

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 PLAINVILLE EFFECTIVE JANUARY 1, 2019

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 Plainville effective January 1, 2019;

WHEREAS, the 0-bedroom payment standard will increase from $711 to $720. This increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

WHEREAS, the 1-bedroom payment standard will increase from $874 to $900. 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 $1,120. 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 $1,400. 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 $1,570. This increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

BE IT THEREFORE 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 Plainville effective January 1, 2019.

Adopted September 25, 2018

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

Roll Call:

Ayes:        Nays:
Chair Bouffard
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Tabled Matter: Review and Take Action on MOU with T Carlton Educational Consulting, LLC for College Prep. Program at Cambridge Park

Commissioner Godin made a motion to remove from the table the item to Remove and Take Action on MOU with T Carlton Educational Consulting, LLC for College Prep. Program at Cambridge Park, and Commissioner Klimek seconded the motion.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Commissioner Godin made a motion to approve the CEO signing the MOU with T Carlton Educational Consulting, LLC for College Prep. Program at Cambridge Park, and Commissioner Klimek seconded the motion.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

13. Executive Session to Discuss Carabetta Proposal

At 7:15 p.m. Commissioner Klimek moved that the Board enter executive session, inviting in the CEO and the General Counsel, to discuss the Carabetta proposal, 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 7:25 p.m.

14. Any Action Resulting from Executive Session re Carabetta Proposal

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

15. Executive Session to Discuss Personnel Matters

At 7:26 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 Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 7:52 p.m.
16. Any Action Resulting from Executive Session re Personnel Matters

Commissioner Klimek made a motion to authorize a salary increase of 2% effective the next pay period, and Commissioner Godin seconded the motion.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

17. Old/New Business

No old or new business was discussed.

18. Adjournment

Commissioner Klimek made a motion to adjourn the meeting at 7:55 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: October 16, 2018