Chair Bouffard called the meeting to order at 6:41 p.m.

1. **Roll Call**

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rickey Bouffard, Chair</td>
<td></td>
</tr>
<tr>
<td>Brian S. Suchinski, Vice-Chair</td>
<td></td>
</tr>
<tr>
<td>David R. Godin, Tenant Commissioner</td>
<td></td>
</tr>
<tr>
<td>Andrew D. Thyme, Commissioner</td>
<td></td>
</tr>
<tr>
<td>Greg Klimek, Commissioner</td>
<td></td>
</tr>
</tbody>
</table>

   Also present: Mitzy Rowe, Chief Executive Officer; 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; Arana Caldas, Property Manager; Yvonne Tirado, Director of Accounting and Special Projects; Michael Kavanaugh, Executive Assistant to the CEO

2. **Public Participation**

   No members of the public signed up to participate.

   The Board Honors Former Long-Time D.J. Komanetsky Estates Employees: Olive Hafford (19 years), Dallas Martel (23 years), Willa "Rae" Fredrickson (23 Years). The CEO congratulated Ms. Martel and Ms. Fredrickson, now retired from their BHA employ and present at the meeting with family members, for their many years of service. The CEO spoke a fitting tribute to Olive Hafford, also recently retired from her BHA employ, who passed away earlier in the week.

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

   Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of September 17, 2019, and the motion was seconded by Commissioner Thyme.

"Designated High Performer by HUD for 2018"

*The Bristol Housing Authority is an Equal Opportunity Affirmative Action Employer*
There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

4. **Staff Reports for October 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

Vice-Chair Suchinski made a motion to accept the staff reports, and the motion was seconded by Commissioner Klimek.

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 made a motion to accept the List of Invoices for September 2019, and the motion was seconded by Commissioner Klimek.

There being no further discussion

VOTE: Y-4, Abstention-1 (Suchinski), MOTION CARRIED

7. **Review and Take Action on Financial Reports**

Commissioner Klimek made a motion to accept the financial reports for September 2019 as read until audited, and the motion was seconded by Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. **Review and Take Action on Resolution #1344 – Increase HCV Payment Standards for Bristol**

Commissioner Klimek made a motion to waive the reading and approve Resolution #1344 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1344
INCREASE HCV PAYMENT STANDARDS FOR BRISTOL

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 Bristol effective January 1, 2020; and

WHEREAS, the 0-bedroom payment standard will increase from $711 to $740; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 1-bedroom payment standard will increase from $890 to $920; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 2-bedroom payment standard will increase from $1,110 to $1,140; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 3-bedroom payment standard will increase from $1,390 to $1,420; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 4-bedroom payment standard will increase from $1,560 to $1,630; 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 Bristol effective January 1, 2020.

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

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

9. Review and Take Action on Resolution #1345 – Increase HCV Payment Standards for Plainville

Commissioner Klimek made a motion to waive the reading and approve Resolution #1345 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1345
INCREASE HCV PAYMENT STANDARDS FOR PLAINVILLE

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, 2020; and

WHEREAS, the 0-bedroom payment standard will increase from $720 to $750; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 1-bedroom payment standard will increase from $900 to $930; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 2-bedroom payment standard will increase from $1,120 to $1,150; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 3-bedroom payment standard will increase from $1,400 to $1,430; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 4-bedroom payment standard will increase from $1,570 to $1,640; 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 Plainville effective January 1, 2020.

Roll Call
Ayes
Chair Boufford
Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Review and Take Action on Resolution #1346 – Increase HCV Payment Standards for Plymouth/Terryville

Commissioner Klimek made a motion to waive the reading and approve Resolution #1346 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1346

INCREASE HCV PAYMENT STANDARDS FOR PLYMOUTH/TERRYVILLE

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 Plymouth/Terryville effective January 1, 2020; and

WHEREAS, the 0-bedroom payment standard will increase from $711 to $790; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 1-bedroom payment standard will increase from $874 to $980; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 2-bedroom payment standard will increase from $1,091 to $1,220; and this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 3-bedroom payment standard will increase from $1,365 to $1,520; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 4-bedroom payment standard will increase from $1,551 to $1,740; 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 Plymouth/Terryville effective January 1, 2020.

Roll Call

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

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED


Commissioner Klimek made a motion to waive the reading and approve Resolution #1347 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1347

TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 10/31
FEDERAL $10,828.33; STATE $248.00; HCV PROGRAM $3,798.00

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for
Federal $10,828.33; State $248.00; HCV Program $3,798.00;

NOW THEREFORE, it is hereby resolved that the amount of Federal $10,828.33;
State $248.00; HCV Program $3,798.00 will be written off as of 10/31/2019.

Roll Call

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

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action on Resolution #1348 – To Write Off Uncollectibles, Vacated
Tenant Balances as of 10-31-2019 – Zbikowski Park LIHTC

Commissioner Godin made a motion to waive the reading and approve Resolution #1348 and
attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.

RESOLUTION #1348

TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 03/31
ZBIKOWSKI PARK LIHTC $2,871.01

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

NOW THEREFORE, it is hereby resolved that the amount of $2,871.01 will be written off for
Zbikowski Park LIHTC as of 10/31/2019.

Roll Call

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

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED
13. Review and Take Action on Resolution #1349 – Early Termination and Application for the Renewal of the HUD HAP Contract for Mountain Laurel Manor

Commissioner Klimek made a motion to waive the reading and approve Resolution #1349 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.

RESOLUTION #1349

EARLY TERMINATION AND APPLICATION FOR THE RENEWAL OF THE HUD HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT FOR MOUNTAIN LAUREL MANOR

WHEREAS, the Housing Authority of the City of Bristol is the Owner and Manager of an affordable housing complex known as Mountain Laurel Manor, located in the City of Bristol; and

WHEREAS, 40 units of Mountain Laurel Manor are subject to a Housing Assistance Payments (HAP) Contract with HUD; and

WHEREAS, the current HUD HAP Contract will expire on May 7, 2020; and

WHEREAS, the Housing Authority of the City of Bristol is desirous of obtaining an early termination on December 31, 2019 of the current HUD HAP Contract for Mountain Laurel Manor; and

WHEREAS, the Housing Authority of the City of Bristol is desirous of renewing the HUD HAP Contract for Mountain Laurel Manor to start January 1, 2020;

NOW THEREFORE, it is hereby resolved that the Housing Authority of the City of Bristol shall submit an application to the Connecticut Department of Housing (DOH) and HUD for the early termination of the current HUD HAP contract on December 31, 2019 and will submit an application for the renewal of the HUD HAP Contract for Mountain Laurel Manor to start January 1, 2020, and that the Chief Executive Officer is authorized to sign any and all documents necessary to implement this Resolution.

Roll Call

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

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

14. Review and Take Action on Resolution #1350 – Authorizing the Purchase of 69 Gaylord Street and the Execution and Delivery of Declaration of Trust

Commissioner Klimek made a motion to waive the reading and approve Resolution #1350 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1350

RESOLUTION AUTHORIZING THE PURCHASE OF 69 GAYLORD STREET AND THE EXECUTION AND DELIVERY OF DECLARATION OF TRUST

WHEREAS, THE HOUSING AUTHORITY OF THE CITY OF BRISTOL (BHA) pursuant to a certain Annual Contributions Contract by and between BHA and the Department of Housing and Urban Development (HUD), has developed and is operating a low-rent housing project designated as Project No. Conn. 23-3; and

WHEREAS, BHA intends to purchase parking lot property known as 69 Gaylord Street, Bristol, Connecticut, from the Bristol Neighborhood Development Corp. for a purchase price of $115,000; and

WHEREAS, BHA, pursuant to the same Annual Contributions Contract, proposes to amend said Annual Contributions Contract to provide for the purchase of 69 Gaylord Street, Bristol, Connecticut as a parking lot parcel TO BENEFIT Project No. Conn 23-3; and

WHEREAS, BHA, pursuant to the amended Annual Contributions Contract, proposes to execute and deliver an instrument in the form of a Declaration of Trust in connection with this project;

NOW THEREFORE, be it resolved by BHA as follows:

1. BHA is authorized to purchase property known as 69 Gaylord Street, Bristol, Connecticut, from the Bristol Neighborhood Development Corp. for the amount of $115,000;

2. The CEO, Mitzy Rowe, is authorized to execute any and all documentation necessary to consummate the purchase of Lot 69 Gaylord Street, Bristol, Connecticut;

3. The execution of the Declaration of Trust is hereby approved, both as to form and substance, and the Chair or Vice-Chair of BHA is hereby authorized and directed to execute said instrument on behalf of BHA and the Secretary to impress and attest the official seal of BHA thereon;

4. The CEO, Mitzy Rowe, is hereby authorized and directed forthwith to cause such instrument and all amendments thereto to be recorded or filed of record wherever necessary to give public notice of the provisions thereof and to protect the rights and interests of BHA;

5. This Resolution shall take effect immediately; and

6. The said Declaration of Trust referred to above is substantial in the form attached hereto.

Roll Call

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

Nays
There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

15. Old/New Business

There was no old or new business.

16. Adjournment

At 7:06 p.m., Commissioner Godin made a motion to adjourn the meeting, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:

[Signature]

Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: November 19, 2019