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

April 17, 2018
Cambridge Park Community Room – 164 Jerome Avenue

Chair Bouffard called the meeting to order at 6:30 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; Yvonne Tirado, Special Projects and Procurement Manager; Michael Kavanaugh, Executive Assistant to the CEO

Guests: Michael Guyder, Director – Assurance & Accounting Services, Guyder Hurley, P.C.; Andrew Remus, Senior Accountant – Assurance Services, Guyder Hurley, P.C.; Brian Alten, Partner, BDO PHA Finance; Nicole Hannigan, BDO PHA Finance

2. Public Participation

No members of the public signed up to participate.

Commissioner Klimek moved that agenda items 8 and 9 be changed to items 3 and 4 respectively, and the motion was seconded by Commissioner Godin.

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
3. **Audit Review by Guyder Hurley, P.C.**

Michael Guyder, Director – Assurance & Accounting Services, Guyder Hurley, P.C., presented an overview of the recently completed yearly audit. He reported that there were no findings. Mr. Guyder took questions from commissioners.

4. **Budget Workshop with Fee Accountant of BDO PHA Finance**

Brian Alten, Partner, BDO PHA Finance, assisted by Nicole Hannigan, gave a presentation on the 2018-19 budget to be approved. Mr. Alten took questions from commissioners.

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

Commissioner Klimek moved to approve the minutes of the Regular Meeting of March 20, 2018, the Special Meeting of the Capital Committee of April 10, 2018, the Special Meeting of the Personnel Committee of April 10, 2018, and the Special Meeting of the Finance Committee of April 10, 2018, and the motion was seconded by Commissioner Thyme.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

6. **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 Klimek moved to accept the staff reports, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

7. **Board Committee Reports**

Commissioners reported on three committee meetings: the Special Meeting of the Capital Committee of April 10, 2018, the Special Meeting of the Personnel Committee of April 10, 2018, and the Special Meeting of the Finance Committee of April 10, 2018.

8. **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**

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

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

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

10. **Action on Tabled Item: Review of Amendment to Article 3, Section 5. of the By Laws of the Housing Authority of the City of Bristol**

Commissioner Klimek moved to approve the amendment, and the motion was seconded by Commissioner Thyme.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

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

Commissioner Godin made a motion to waive the reading and approve Resolution #1312 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.

---

**RESOLUTION #1312**

TO AMEND THE BY LAWS OF THE HOUSING AUTHORITY OF THE CITY OF BRISTOL

---

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Bristol deem it necessary and appropriate to amend the existing By Laws;

NOW THEREFORE, the By Laws of the Housing Authority of the City of Bristol shall be amended and approved in accordance with the form of By Laws attached to this Resolution, and incorporated herein.

Adopted April 17, 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:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action on Resolution #1313 to Approve the Rate-Consumption Report Allowance for Tenant-Furnished Utilities and Other Services

Commissioner Godin made a motion to waive the reading and approve Resolution #1313 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.

RESOLUTION #1313
TO APPROVE THE RATE-CONSUMPTION REPORT ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES

WHEREAS, the Bristol Housing Authority received the utility allowances listed below for Heating, Cooking, Other Electric and Water Heating;

BE IT THEREFORE RESOLVED that the Bristol Housing Authority implement the following utility allowances beginning July 1, 2018.

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Monthly Dollar Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 BR</td>
</tr>
<tr>
<td>Mobile Home (Manufactured Home)*</td>
<td></td>
</tr>
<tr>
<td>a. Coal</td>
<td>36</td>
</tr>
<tr>
<td>b. Bottle Gas</td>
<td>88</td>
</tr>
<tr>
<td>c. Oil</td>
<td>77</td>
</tr>
<tr>
<td>High Rise with Elevator</td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>22</td>
</tr>
<tr>
<td>b. Oil</td>
<td>59</td>
</tr>
<tr>
<td>c. Electric</td>
<td>48</td>
</tr>
<tr>
<td>d. Propane</td>
<td>55</td>
</tr>
<tr>
<td>Row House/Garden Apt. (Rowhouse/Townhouse)*</td>
<td></td>
</tr>
<tr>
<td>2-3 Family Duplex</td>
<td></td>
</tr>
<tr>
<td>Semi-Detached</td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>28</td>
</tr>
<tr>
<td>b. Electric</td>
<td>64</td>
</tr>
<tr>
<td>c. Bottle Gas</td>
<td>82</td>
</tr>
<tr>
<td>d. Oil</td>
<td>65</td>
</tr>
<tr>
<td>Single Family Detached</td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>41</td>
</tr>
<tr>
<td>b. Electric</td>
<td>77</td>
</tr>
<tr>
<td>c. Bottle Gas</td>
<td>91</td>
</tr>
<tr>
<td>d. Oil</td>
<td>89</td>
</tr>
<tr>
<td>Unit Type</td>
<td>Monthly Dollar Allowances</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td>0 BR</td>
</tr>
<tr>
<td>All Unit Types – Cooking</td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>7</td>
</tr>
<tr>
<td>b. Electric</td>
<td>11</td>
</tr>
<tr>
<td>c. Bottle Gas</td>
<td>12</td>
</tr>
<tr>
<td>All Unit Types – Electricity</td>
<td></td>
</tr>
<tr>
<td>All Unit Types – Water Heat</td>
<td></td>
</tr>
<tr>
<td>a. Natural Gas</td>
<td>16</td>
</tr>
<tr>
<td>b. Electric</td>
<td>49</td>
</tr>
<tr>
<td>c. Bottle Gas</td>
<td>27</td>
</tr>
<tr>
<td>d. Oil</td>
<td>21</td>
</tr>
<tr>
<td>Range (Tenant Owned)</td>
<td>2</td>
</tr>
<tr>
<td>Refrigerator (Tenant Owned)</td>
<td>3</td>
</tr>
</tbody>
</table>

Adopted April 17, 2018
Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

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 #1314 Authorizing the Approval of the Operating Budget for the Federal Housing Rental Program for AMP1, AMP2, AMP3, Central Office, and Housing Choice Voucher Program

Commissioner Klimek made a motion to waive the reading and approve Resolution #1314 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1314

AUTHORIZING THE APPROVAL OF THE OPERATING BUDGET FOR THE FEDERAL HOUSING RENTAL PROGRAM FOR AMP1, AMP2, AMP3, CENTRAL OFFICE, AND HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the U.S. Department of Housing and Urban Development requires that annually the Federal CT-023 Budgets be revised and that they shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that revisions of the Federal Program Budgets are necessary to meet the requirements of the Program, and

BE IT THEREFORE RESOLVED, that the Federal Budgets as presented and attached for Number CT-023 be approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plans shall become effective only after July 1, 2018 and implemented thereafter with a time schedule provided by law.

Adopted April 17, 2018

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

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 #1315 Authorizing Management Plan and Services Budget for the Congregate Housing Rental Program for D.J. Komanetsky Estates C-14 to be submitted to the State of Connecticut, Department of Housing, and the Connecticut Housing Finance Authority

Vice-Chair Suchinski made a motion to waive the reading and approve Resolution #1315 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.
RESOLUTION #1315

AUTHORIZING MANAGEMENT PLAN AND SERVICES BUDGET FOR THE CONGREGATE HOUSING RENTAL PROGRAM FOR D. J. KOMANETSKY ESTATES C-14 TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Dimitry J. Komanetsky Estates, Project Number C-14 is approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut, Department of Housing and the Connecticut Housing Finance Authority for their approval, and

BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

Adopted April 17, 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:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

15. Review and Take Action on Resolution #1316 Authorizing Management Plan for the Section 8 Rental Program for Projects Zbikowski Park M8 and Mountain Laurel Manor E-139-L to be Submitted to the State of Connecticut, Department of Housing, and the Connecticut Housing Finance Authority

Vice-Chair Suchinski made a motion to waive the reading and approve Resolution #1316 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1316

AUTHORIZING MANAGEMENT PLAN FOR THE SECTION 8 RENTAL PROGRAM FOR PROJECTS ZBIKOWSKI PARK M&S AND MOUNTAIN LAUREL MANOR E-139-L TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Mountain Laurel Manor and Zbikowski Park M-S and Projects Numbered E-139-L, approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut Department of Housing and the Connecticut Housing Finance Authority for their approval, and

BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

Adopted April 17, 2018

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

Roll Call:

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

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

16. Review and Take Action on Resolution #1317 to Write Off Uncollectibles, Vacated Tenant Balances as of 03/31/2018; Federal $13,481.90; State $3,935.67; HCV Program $0.00

Commissioner Klimek made a motion to waive the reading and approve Resolution #1317 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.
RESOLUTION #1317

TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 03/31/2018; FEDERAL $13,481.90; STATE $3,935.67; HCV PROGRAM $0.00

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal $13,481.90; State $3,935.67; HCV Program $0.00;

BE IT THEREFORE RESOLVED that the amount of Federal $13,481.90; State $3,935.67; HCV Program $0.00 will be written off as of 03/31/2018.

Adopted April 17, 2018

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

Roll Call:

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

17. Old/New Business

The General Counsel presented to the Board a resolution, to be numbered 1318, granting the CEO to execute documents on behalf of Zbikowski Park Neighborhood Limited Partnership and to authorize Melissa Green to act in the same capacity when the CEO is unable or unavailable.

18. Review and Take Action on Resolution #1318 Zbikowski Park Low Income Housing Tax Credit Project—CHFA Development Number 14-063M and 1507 AM (3RD S30 LOAN)

Commissioner Thyme made a motion to waive the reading and approve Resolution #1318 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.

Roll Call:

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED
RESOLUTION #1318

ZBIKOWSKI PARK LOW INCOME HOUSING TAX CREDIT PROJECT
CHFA DEVELOPMENT NUMBER 14-065M
AND 1507 AM (3RD $30 LOAN)

WHEREAS. the Housing Authority of the City of Bristol is anticipating a final closing of the
Zbikowski Park Low Income Housing Tax Credit transaction with CHFA, Development
Number 14-065M and 1507 AM (3rd Loan);

WHEREAS. Housing Authority of the City of Bristol is the Member of Zbikowski Park LLC,
General Partner of Zbikowski Park Neighborhood Limited Partnership.

NOW THEREFORE, IT IS HEREBY RESOLVED that Mitzy Rowe, CEO of the Housing
Authority of the City of Bristol, is hereby authorized to execute any and all necessary and
appropriate documents as CEO of the Housing Authority of the City of Bristol, and
Manager of Zbikowski Park LLC, General Partner, and on behalf of Zbikowski Park
Neighborhood Limited Partnership and in the event that Mitzy Rowe is unable or
unavailable to execute such documents, Melissa Green is authorized in her stead in the
same capacity and authority as would have Mitzy Rowe.

Adopted April 17, 2018
Rickey Bozarth, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Seal:

19. Adjournment

Commissioner Klimek made a motion to adjourn the meeting at 7:25 p.m., and the motion was
seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:

Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: May 22, 2018