



**Housing Authority of the City of Bristol
164 Jerome Avenue – Bristol, CT 06010**

Chief Executive Officer
Mitzy Rowe

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Board of Commissioners
Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
David R. Godin
Andrew D. Thyme
Greg Klimek

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

June 19, 2018

Bonnie Acres – 59 Vance Drive, Bristol

Chair Bouffard called the meeting to order at 6:32 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

Absent:

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

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 Special Meeting of May 22, 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

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

Vice-Chair Suchinski commented on the monthly Agency Activity Report saying it was “phenomenal” and “unbelievable.” He suggested that, with the agreement of the rest of the Commissioners, that a letter from the Board be sent to the staff in recognition of the staff’s good work. All were in agreement.

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 Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

7. Review and Take Action on Financial Reports

Commissioner Thyme moved to accept the Financial Reports for May 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 #1319 to Write Off Uncollectibles, Vacated Tenant Balances as of 06/30/2018; Federal \$0.00; State \$78.00; HCV Program \$18,900.00

Commissioner Klimek made a motion to waive the reading and approve Resolution #1319 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.


RESOLUTION #1319

**TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 06/30/2018;
FEDERAL \$0.00; STATE \$78.00; HCV PROGRAM \$18,900.00**

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal \$0.00; State \$78.00; HCV Program \$18,900.00;

BE IT THEREFORE RESOLVED that the amount of Federal \$0.00; State \$78.00; HCV Program \$18,900.00 will be written off as of 03/31/2018.

Adopted June 19, 2018



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

Seal:

Roll Call:

Ayes:

Nays:

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

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

The general counsel informed the Board that a memo of understanding was in the process of being created and suggested tabling the motion.

Vice-Chair Suchinski made a motion to table this item until the August 2018 meeting, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Executive Session to Discuss Contract Negotiations for Cambridge Park

At 6:48 p.m. Commissioner Godin moved that the Board enter executive session inviting the CEO and the General Counsel to discuss contract negotiations regarding Cambridge Park inviting in the CEO and the General Counsel, 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 6:58 p.m.

11. Any Action Resulting from Executive Session

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

12. Executive Session to Discuss Personnel Matters

At 6:59 p.m. Commissioner Godin moved that the Board enter executive session to discuss personnel matters inviting in the CEO and the General Counsel, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 7:07 p.m.

13. Any Action Resulting from Executive Session

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

14. Old/New Business

Director Klimek made a motion to change the date of the Board of Commissioners August meeting from August 21 to August 14, 2018, and Vice-Chair Suchinski seconded the motion.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

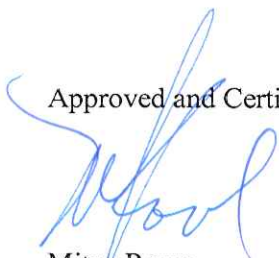
15. Adjournment

Commissioner Klimek made a motion to adjourn the meeting at 7:09 p.m., and the motion was seconded by Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:



Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: August 14, 2018