



**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

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

**January 16, 2018  
Cambridge Park Community Room – 164 Jerome Avenue**

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:**

City Liaison

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; Emily Colón, Property Manager; Laura LaMar, Property Manager; Beatrice Nieves, Property Manager; Minnie Sanchez, Property Manager; Michael Kavanaugh, Executive Assistant to the CEO

**2. Public Participation**

No members of the public signed up to participate.

**3. Review and Take Action on Minutes**

Vice-Chair Suchinski moved to approve the minutes of the November 14, 2017 Special Meeting, and the motion was seconded by Commissioner Godin.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**



#### **4. Staff Reports for December 2017 and January 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 MR – Property Manager Report**

Commissioner Klimek moved that the Board approve the staff reports for December 2017 and January 2018, and Commissioner Godin seconded the motion.

The CEO informed the Board that a new inspector on behalf of HUD inspected Gaylord Towers and JFK Towers in December 2017 and BHA received a score of 59, the lowest score ever received by BHA. The CEO hired an appeals professional and that, after various preparations, an appeal will be sent in the coming week. Commissioner Suchinski asked if any of the faults cited in the inspection had been part of previous inspections, and the CEO answered that none of them were. Chair Bouffard asked what sort of preparation takes place ahead of an inspection, and the CEO answered that UPCS inspectors are hired to look at a site and offer advice on what situations exist which could reflect negatively in an inspection.

The CEO relayed various renovations that are planned for the Cambridge Park Community Room including improvements to the kitchen and the office in the back, which will be renovated for better use.

Chair Bouffard asked if Carabetta had delivered a new plan, and the CEO answered that it has not yet been delivered. She called attention to monthly update that was provided by Carabetta which was included in this meeting's package. The General Counsel said that recently a preliminary sketch in electronic form had been sent to BHA from Carabetta, but that he instructed Carabetta to send the sketch in hard-copy form and he insisted it not be sent until accompanied by a complete plan. Such a complete plan will be given to Commissioners well ahead of a meeting in order to give them a chance to review the plan in detail.

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 Thyme.

Commissioner Klimek asked for an explanation of attorney fees and the duties of the two attorneys that have billed BHA in past months. The CEO and the General Counsel explained the need for two attorneys; one specializes in eviction law while the other covers the general counsel and all other duties. The CEO pointed out that attorney agreements are reviewed and are up for extension every three years and that because the eviction attorney charges a monthly fee rather than billing by hour, the agreement is highly cost-effective. Commissioner Klimek thanked them for the explanation.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

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

Commissioner Klimek moved to accept the Financial Reports for November 2017 and December 2017 as read until audited, and the motion was seconded by Commissioner Thyme.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

**8. Board Committee Assignments for 2018**

The Chair presented the Board with committee assignments for 2018, and with unanimous concurrence from the other Commissioners, he directed that the list of assignments be attached to the minutes.

**9. Old/New Business**

Commissioner Godin moved that Brian S. Suchinski be appointed to the Board of Directors of the Bristol Neighborhood Development Corp. as Secretary/Treasurer retroactive to his BHA commissionership, and Commissioner Thyme seconded the motion.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

**10. Adjournment**

Commissioner Suchinski made a motion to adjourn the meeting at 7:07 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: February 20, 2018