



**HOUSING AUTHORITY OF THE CITY OF BRISTOL**  
**164 JEROME AVENUE – BRISTOL, CT 06010**

Chief Executive Officer  
Mitzy Rowe

Board of Commissioners  
Rickey Bouffard, Chair  
Gary J. Klemyk, Jr., Vice-Chair  
David R. Godin  
Andrew Thyme  
Greg Klimek

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

**April 18, 2017  
Cambridge Park Community Room**

The Regular Meeting of the Housing Authority of the City of Bristol was held on Tuesday, April 18, 2017 at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 6:57 p.m. and upon roll call, the following answered present:

**1. ROLL CALL**

**Present:**

Chair Bouffard  
Vice-Chair Klemyk  
Commissioner Godin  
Commissioner Klimek

**Absent:**

Commissioner Thyme

Note: General Counsel and City Liaison were absent.

Also, present: Mitzy Rowe, Chief Executive Officer, Maritsa Zupka, Executive Assistant, Melissa Green, Deputy Director/Director of HCV Program, Joseph Daniel, Director of Finance, Sharon Oquendo, Director of Public Housing, Carl Johnson, Director of Capital Fund, Marilyn Rivera, Senior Property Manager, Laura Lamar, Property Manager, Sherley Roman, Property Manager, and Beatrice Nieves, LIHTC Property Manager.

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## **2. PUBLIC PARTICIPATION**

There was no public participation.

## **3. REVIEW AND APPROVAL OF THE MINUTES**

- A. FOI Workshop: March 21, 2017**
- B. Regular Board Meeting: March 21, 2017**

A Motion was to approve the minutes of the March 21, 2017 FOI Workshop by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

### **UNANIMOUS VOTE. MOTION CARRIED**

A Motion was to approve the minutes of the March 21, 2017 Regular Board meeting by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

### **UNANIMOUS VOTE. MOTION CARRIED**

## **4. STAFF REPORTS FOR APRIL 2017**

- A. CHIEF EXECUTIVE OFFICER REPORT**
- B. CAPITAL FUND DIRECTOR REPORT**
- B.1 PROJECT MANAGER MONTHLY REPORT**
- C. DEPUTY DIRECTOR/DIRECTOR OF HCV PROGRAM REPORT**
- D. AMP 1 – SENIOR PROPERTY MANAGER REPORT**
- E. AMP 2 – DIRECTOR OF PUBLIC HOUSING REPORT**
- F. AMP 3 – PROPERTY MANAGER REPORT**
- G. CONGREGATE – PROPERTY MANAGER REPORT**
- H. ZBIKOWSKI PARK MR – PROPERTY MANAGER REPORT**

A Motion was made to approve the staff reports for April 2017 by Vice-Chair Klemyk, Seconded by Commissioner Klimek.

There being no further discussion.

### **UNANIMOUS VOTE. MOTION CARRIED**

The Chief Executive Officer announced that the Project Manager for Zbikowski Park is leaving BHA for a new position with the Hartford Housing Authority, and that Joseph Daniel was offered the position of P/T Director of Finance, effective April 17, 2017.



5. **BOARD COMMITTEE REPORTS FOR APRIL 2017**

There were no Committee Reports.

6. **REVIEW AND TAKE ACTION ON LIST OF INVOICES**

A Motion was made to accept the invoices by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

7. **REVIEW AND TAKE ACTION ON FINANCIAL REPORTS**

A Motion was made to accept the financials as presented until audited by Vice-Chair Klemyk, Seconded by Commissioner Klimek.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

8. **PRESENTATION BY MIKE GUYDER OF BHA AUDIT**

No presentation was made since the Auditor, Mike Guyder was unable to attend.

9. **REVIEW AND TAKE ACTION ON RESOLUTION #1295 TO WRITE OFF UNCOLLECTIBLE, VACATED TENANT BALANCES AS OF 3/31/17: FEDERAL \$15,163.17; STATE \$588.34; HCV \$0.00**

A Motion was made to waive the reading, approve Resolution #1295 and attach it to the minutes by Director Godin, Seconded by Vice-Chair Klemyk.

**RESOLUTION #1295**

**RESOLUTION #1295 TO WRITE OFF UNCOLLECTIBLE, VACATED TENANT BALANCES AS OF 03/31/2017; FEDERAL \$15,163.17; STATE \$588.34; HCV PROGRAM \$0.00**

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**WHEREAS**, this Resolution designates delinquent vacated accounts as uncollectible for Federal \$15,163.17; State \$588.34; HCV Program \$0.00

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**BE IT THEREFORE RESOLVED** that the amount of Federal \$15,163.17; State \$588.34; HCV Program \$0.00 will be written off as of 03/31/2017.

Adopted: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Rickey Bouffard, Chairman  
Board of Commissioners  
Bristol Housing Authority

Seal:

**ROLL CALL**

Ayes:

Chair Bouffard  
Treasurer/Secretary Klemyk  
Director Godin  
Director Klimek

Naves:

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

**10. REVIEW AND TAKE ACTION ON EXTENDING CONTRACT WITH NEW CASTLE HOUSING VENTURES FOR 2 YEARS**

A Motion was made to extend the contract with New Castle Housing Ventures for 2 years by Commissioner Klimek, Seconded by Vice-Chair Klemyk

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

**11. OLD/NEW BUSINESS**

The Chief Executive Officer informed the Board that she is working with the PBV Consultant to resolve a late request from HUD related to Environmental Reports. HUD threatened to suspend subsidy payments for the 22 PBV vouchers placed at Zbikowski Park.

The Chief Executive Officer announced that the Mayor will be conducting a series of "Meet and Greet" meetings during the months of May and June. He will be visiting Gaylord Towers, Komanetsky Estates, Bonnie Acres and Mountain Laurel Manor. These are meetings that the Mayor have been conducting for the past few years.

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The Chief Executive Officer received complaints from residents at J. F. Kennedy Apartment regarding the Tenant Council election because no proper notice of the elections was received from the previous Tenant Council. BHA will oversee the elections following the proper guidelines.

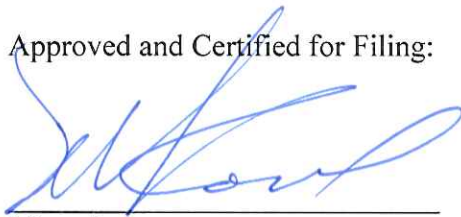
**12. ADJOURNMENT**

A Motion to adjourn the meeting was made at 7:10 p.m. by Commissioner Klimek, 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

May 23, 2017  
Date

