Minutes of the Regular Meeting
of the Bristol Housing Authority

March 21, 2017
Cambridge Park Community Room

The Regular Meeting of the Housing Authority of the City of Bristol was held on Tuesday, March 21, 2017, at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 6:53 p.m. and upon roll call, the following answered present:

1. ROLL CALL

Present:
- Chair Bouffard
- Vice-Chair Klemyk
- Commissioner Godin
- Commissioner Thyme
- Commissioner Klimek

Absent:

Note: City Liaison was absent.

Also, present: Mitzy Rowe, Chief Executive Officer, Sal Vitrano, General Counsel, Lydia Rodriguez, Executive Assistant, Melissa Green, Deputy Director/Director of HCV Program, 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, Beatrice Nieves, Property, and William Ryan, Labor Counsel.

A Motion was made by Vice-Chair Klemyk to move agenda item # 9 Executive Session, to item # 2, Seconded by Commissioner Klimek.

"Designated High Performer by HUD for 2015"
The Bristol Housing Authority is an Equal Opportunity Affirmative Action Employer
There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

A Motion was made by Vice-Chair Klemlyk to move item number 9 “Executive Session to Discuss Contract Negotiations” to item number 2 seconded by Commissioner Klimek.

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

2. **EXECUTIVE SESSION TO DISCUSS CONTRACT NEGOTIATIONS**

A motion was made to go into Executive Session and invite the CEO, Labor Counsel William Ryan, General Counsel Sal Vitranon, at 6:53 Seconded by Commissioner Klimek.

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

Executive Session ended at 7:20 p.m. and no votes were taken.

3. **PUBLIC PARTICIPATION**

No public participation

4. **REVIEW AND APPROVAL OF THE MINUTES:**

   A. Special Meeting: March 21, 2017
   B. Regular Board Meeting: March 21, 2017

A Motion was made to approve the minutes by Vice-Chair Klemlyk, Seconded by Commissioner Godin.

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**
5. **STAFF REPORTS FOR MARCH 2017**:

   A. **CHIEF EXECUTIVE OFFICER REPORT**  
   B. **CAPITAL FUND DIRECTOR REPORT**  
   B.1 **PROJECT MANAGER MONTHLY REPORT - ZBIKOWSKI PARK PHASE XI**  
   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 LEASING MANAGER REPORT**  
   H. **ZBIKOWSKI PARK MR - PROPERTY MANAGER REPORT**

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

   There being no further discussion.

   **UNANIMOUS VOTE, MOTION CARRIED**

6. **BOARD COMMITTEE REPORTS FOR MARCH 2017**:  

   No Committee Reports

7. **LIST OF INVOICES**

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

   There being no further discussion.

   **UNANIMOUS VOTE, MOTION CARRIED**

8. **LIST FINANCIALS REPORTS**

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

   There being no further discussion.

   **UNANIMOUS VOTE, MOTION CARRIED**
9. REVIEW AND TAKE ACTION ON NEW BOARD COMMITTEES

The Chairman provided a list of the following committees:

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>COMMISSIONERS</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
<td>Rickey Bouffard/Andrew Thyme</td>
<td>Greg Klemek</td>
</tr>
<tr>
<td>Capital</td>
<td>Gary Klemek/Dave Godin</td>
<td>Rickey Bouffard</td>
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<tr>
<td>Real Estate</td>
<td>Andrew Thyme/Dave Godin</td>
<td>Gary Klemek</td>
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<tr>
<td>Cambridge/Dutton</td>
<td>Rickey Bouffard/Andrew Thyme</td>
<td>Gary Klemek</td>
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<tr>
<td>Marketing</td>
<td>Greg Klemek/Andrew Thyme</td>
<td>Dave Godin</td>
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<tr>
<td>Personnel</td>
<td>Gary Klemek/Rickey Bouffard</td>
<td>Greg Klemek</td>
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<tr>
<td>Tenant Relations</td>
<td>Dave Godin/Greg Klemek</td>
<td>Andrew Thyme</td>
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<td>Venture</td>
<td>Andrew Thyme/Greg Klemek</td>
<td>Rickey Bouffard</td>
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<tr>
<td>Technology</td>
<td>Gary Klemek/Rickey Bouffard</td>
<td>Dave Godin</td>
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<tr>
<td>Bylaw Revision</td>
<td>Greg Klemek/Gary Klemek</td>
<td>Dave Godin</td>
</tr>
</tbody>
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First name on list is the Chairman of the sub-committee

10. OLD/NEW BUSINESS

11. ADJOURNMENT

A Motion to adjourn the meeting was made at 7:55 p.m. by Commissioner Klemek, 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

April 18, 2017
Date

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