



**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

Phone: (860) 582-6313  
Fax: (860) 585-6033  
TDD: (860) 584-1565  
Website: [www.bristolhousing.org](http://www.bristolhousing.org)

---

**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 Klemyk 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 Vitrano, 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 Klemyk, 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:

Commissioner Committee Assignments – 2017

<b>COMMITTEE</b>	<b>COMMISSIONERS</b>	<b>ALTERNATE</b>
Finance	Rickey Bouffard/Andrew Thyme	Greg Klimek
Capital	Gary Klemyk/Dave Godin	Rickey Bouffard
Real Estate	Andrew Thyme/Dave Godin	Gary Klemyk
Cambridge/Dutton	Rickey Bouffard/Andrew Thyme	Gary Klemyk
Marketing	Greg Klimek/Andrew Thyme	Dave Godin
Personnel	Gary Klemyk/Rickey Bouffard	Greg Klimek
Tenant Relations	Dave Godin/Greg Klimek	Andrew Thyme
Venture	Andrew Thyme/Greg Klimek	Rickey Bouffard
Technology	Gary Klemyk /Rickey Bouffard	Dave Godin
Bylaw Revision	Greg Klimek/Gary Klemyk	Dave Godin

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 Klimek, 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

