



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

Chief Executive Officer
Mitzy Rowe

Board of Commissioners
Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
Andrew D. Thyme
Greg Klimek
Ada O. Avilés

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

Approved by the Board on January 19, 2021

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

**November 17, 2020
Via Video/Telephone Conference**

Chair Bouffard called the meeting to order at 5:38 p.m.

1. Roll Call

Present

Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
Andrew D. Thyme, Commissioner
Greg Klimek, Commissioner
Ada O. Avilés, Tenant Commissioner

Absent

Also present: Mitzy Rowe, Chief Executive Officer; Sal Vitrano, General Counsel; Melissa Green, Deputy Director/Director of HCV Program; Carl Johnson, Director of Capital Funds; Sharon Oquendo, Director of Public Housing; Yvonne Tirado, Director of Accounting and Special Projects; Amy D'zurka, Property Manager; Ariana Caldas, Property Manager; Frances Muniz, Property Manager; Michael Kavanaugh, Executive Assistant to the CEO

The Chair announced that the meeting was being held by video/telephone conference, that the public had been invited to join by telephone, and that the meeting was being recorded.

2. Public Participation

No members of the public participated.

3. Review and Approval of the Minutes

Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of October 20, 2020, and the motion was seconded by Commissioner Thyme.

There being no further discussion



UNANIMOUS VOTE, MOTION CARRIED

4. Staff Reports for November 2020

- a. Chief Executive Officer Report
- b. Director of Capital Fund Report
- c. Deputy Director/Director of Housing Choice Voucher Program Report
- d. AMP 1 – 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

Commissioner Klimek made a motion to accept the staff reports, and the motion was seconded by Commissioner Avilés.

The CEO shared a slide featuring two Cambridge Park students whose drawings were selected by NERC/NAHRO for the national NAHRO “What Home Means to Me” poster contest.

Director Klimek stated that the CEO and her staff were doing an exceptionally good job as shown by this and recent monthly reports.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

5. Board Committee Reports

The CEO mentioned that Commissioner Avilés attended the recent RAB meeting, the first of this term and held by conference call, and that the meeting went very well.

6. Review and Take Action on List of Invoices

Commissioner Thyme made a motion to accept the List of Invoices for October 2020, and the motion was seconded by Commissioner Klimek.

There being no further discussion

VOTE: Y-4, Abstention-1 (Suchinski), MOTION CARRIED

7. Review and Take Action on Financial Reports

Commissioner Klimek made a motion to accept the financial reports for October 2020 as read until audited, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Amended Resolution #1372 to Write Off Uncollectibles, Vacated Tenant Balances for Federal \$552.40; State \$736.16; HCV Program \$2,762.00 as

of 10/31/2020 – Fed, State, HCV

Commissioner Klimek made a motion to waive the reading, approve the amended Resolution #1372, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

AMENDED RESOLUTION #1372

**TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 10/31
FEDERAL \$552.40; STATE \$736.16; HCV PROGRAM \$2,762.00**

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal \$552.40; State \$736.16; HCV Program \$2,762.00; and

WHEREAS, BHA approved an incorrect version of Resolution no. 1372 on October 20, 2020 and it is necessary to amend the resolution; and

NOW THEREFORE, it is hereby resolved that Resolution no. 1372 is hereby amended to read the amounts of Federal \$552.40; State \$736.16; HCV Program \$2,762.00 to be written off as of 10/31/2020.

Roll Call

Ayes

Nays

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

9. Review and Approve the Zbikowski Park Neighborhood LP 2021 Budget

Commissioner Klimek made a motion to approve the Zbikowski Park Neighborhood LP 2021 budget, and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Review and Approval of the 2021 Regular Board Meeting Schedule

Commissioner Klimek made a motion to approve the 2021 Regular Board Meeting Schedule with the following changes: that the July and December meetings be eliminated and that the start time of each meeting be listed as “5:20 p.m. until further notice,” and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action to extend until May 26, 2022 the J Associates Architects Contract to Provide Architectural Services to the Bristol Housing Authority

Commissioner Klimek made a motion to extend until May 26, 2022 the J Associates Architects contract to provide architectural services to the Bristol Housing Authority, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action to Approve the Memorandum of Understanding between the Housing Authority of the City of Bristol and the State of CT Coordinated Access Network

Commissioner Klimek made a motion to approve the MOU between the Housing Authority of the City of Bristol and the State of CT Coordinated Access Network and the motion was seconded by Commissioner Avilés.

The Deputy Director/Director of HCV Program explained that by this agreement BHA would provide four mainstream vouchers to the CT Coordinated Access Network (CAN) for CAN to provide to the homeless and/or those at risk of homelessness and answered commissioners' questions regarding BHA mainstream vouchers.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

13. Old/New Business

Commissioner Klimek made a motion to waive the reading, approve Resolution #1377 to Authorized CEO to Make Complete Application for and Implement Komanetsky Estates Priority Needs Funding from DOH/CHFA, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1377

TO AUTHORIZE CEO TO MAKE COMPLETE APPLICATION FOR AND IMPLEMENT KOMANETSKY ESTATES PRIORITY NEEDS FUNDING FROM DOH/CHFA

WHEREAS, Komanetsky Estates has priority needs; and

WHEREAS, Komanetsky Estates is in need of Connecticut Department of Housing (DOH)/ Connecticut Housing Finance Authority (CHFA) priority needs funding; and

WHEREAS, the Housing Authority of the City of Bristol has made application to DOH/CHFA for priority needs funding for Komanetsky Estates; and

NOW THEREFORE BE IT HEREBY RESOLVED that the CEO of her designee:

1. Is authorized to make complete application to DOH/CHFA for priority needs funding; and

2. Is authorized to execute any and all documents necessary to secure and implement such funding.

Roll Call

Ayes

Nays

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

14. Executive Session to Discuss Litigation Related to Carabetta

At 6:28 p.m. Commissioner Klimek moved that the Board enter into executive session, inviting in the CEO, the General Counsel, and the Executive Assistant to the CEO to discuss Litigation Related to Carabetta, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 6:30 p.m.

15. Any Action Resulting from Executive Session

Commissioner Klimek made a motion to waive the reading, approve Resolution #1378 Purchase from, Carabetta Work Product of Fuss and O’Neill, Inc. and Monroe Partnership, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1378

**PURCHASE FROM CARABETTA
WORK PRODUCT OF FUSS AND O’NEILL, INC. AND
MONROE PARTNERSHIP**

WHEREAS, BHA and CARABETTA entered into a Development Agreement dated May 28, 2015 (Development Agreement) for the purpose of partnering for the substantial rehabilitation and redevelopment of Cambridge Park, a 193 Unit rental housing development owned by BHA (“PROJECT”); and

WHEREAS, BHA and CARABETTA were unsuccessful in securing the necessary financing for the PROJECT; and

WHEREAS, certain disputes arose between BHA and CARABETTA; and

WHEREAS, those disputes were referred to arbitration under the Rules and Regulations of the American Arbitration Association, all pursuant to and in accordance with the Development Agreement; and

WHEREAS, pursuant to and in accordance with Section V6 of the Development Agreement, BHA has the opportunity to purchase from CARABETTA predevelopment work product from Monroe Partnership and Fuss and O’Neill, Inc.; and

WHEREAS, BHA and CARABETTA agree that BHA shall purchase the predevelopment work product from Monroe Partnership and Fuss and O’Neill, Inc. from CARABETTA; and

NOW THEREFORE BE IT HEREBY RESOLVED that the Housing Authority of the City of Bristol shall purchase from Carabetta Companies Ltd. the work product of Monroe Partnership and Fuss and O’Neill, Inc., on the following terms and conditions:

1. The BHA shall pay to Carabetta cash in the amount of \$250,000.00 within sixty day of the receipt by BHA of the following:
 - a. Any and all work product of Monroe Partnership for the BHA Cambridge Park Renovation Project, including, but not limited to, CAD files, CAD blocks, and source and supporting documentation for; the architectural plans and specifications, structural plans and specifications, mechanical plans and specifications, electrical plans and specifications, plumbing and HVAC plans and specifications, all generated through Monroe Partnership and all documentation, releases and authorizations, etc., necessary to allow the BHA to utilize all of this work product in its sole, exclusive, unfettered and unrestricted discretion;
 - b. Any and all work product of Fuss and O’Neill, Inc. for the Cambridge Park Renovation Project, including but not limited to, the reports and the source information regarding the following:
 - i. random samplings
 - ii. two hazardous materials inspections
 - iii. Phase I and NEPA study
 - iv. Phase I update
 - v. Sub-surface Investigation and
 - vi. Focused Sub-surface Investigation.

Any and all documentation, releases and authorizations, etc. necessary to allow the BHA to utilize all of this information in its sole, exclusive, unfettered and unrestricted discretion.

2. The parties shall, upon payment of the \$250,000.00 by BHA to Carabetta, mutually withdraw their claims and actions in arbitration and provide General Releases to each other.
3. Further, the Parties, for themselves or through their counsel, shall agree not to engage in, or cause to be engaged in, any form of conduct, or to make, or cause to be made, any statements or representations that disparage, slander, libel or otherwise impair the reputation, goodwill, skills, character, and/or professional or commercial interests of each other. This includes, but is not limited, to the utilization of social media.

The CEO is authorized to execute any documents necessary to consummate this transaction.

Roll Call

Ayes

Chair Bouffard

Vice-Chair Suchinski

Nays

Commissioner Thyme
Commissioner Klimek
Commissioner Avilés

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Commissioner Klimek made a motion for the Housing Authority of the City of Bristol to borrow from the Bristol Neighborhood Development Corp. \$250,000.00 for the purpose of purchasing Architectural and Environmental Work Product for Cambridge Park Redevelopment Project on the following terms and conditions:

1. Annual interest rate of 4.5%;
2. Loan to be payable on demand, or, if not sooner paid, all accrued interest and outstanding principal shall be due on December 1, 2024; and
3. The Loan shall be evidenced by a Commercial Promissory Note.

The CEO is authorized to execute any documents necessary to consummate this transaction, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

16. Adjournment

At 6:31 p.m., Commissioner Klimek made a motion to adjourn the meeting, and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:



Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: January 19, 2021