Chair Bouffard called the meeting to order at 6:34 p.m.

1. **Roll Call**

   **Present**
   Rickey Bouffard, Chair
   Brian S. Suchinski, Vice-Chair
   David R. Godin, Tenant Commissioner
   Andrew D. Thyme, Commissioner
   Greg Klimke, Commissioner

   Also present: Mitzy Rowe, Chief Executive Officer; Melissa Green, Deputy Director/Director of HCV Program (6:45 p.m.); Sal Vitran, General Counsel; Carl Johnson, Director of Capital Funds; Sharon Oquendo, Director of Public Housing (6:35 p.m.); Beatrice Nieves, Sr. Property Manager; Laura LaMar, Property Manager; Amy D’zurka, Property Manager; Ariana Caldas, Property Manager; Yvonne Tirado, Director of Accounting and Special Projects; Michael Kavanaugh, Executive Assistant to the CEO

2. **Public Participation**

   No members of the public signed up to participate.

3. **Review and Approval of the Minutes**

   Vice-Chair Suchinski made a motion to approve the minutes of the Regular Meeting of November 19 2019, and the motion was seconded by Commissioner Thyme.

   There being no further discussion

   **UNANIMOUS VOTE, MOTION CARRIED**
4. **Staff Reports for January 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 – 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 M8 – Sr. Property Manager Report
   i. Zbikowski Park LIHTC – Sr. Property Manager Report

Commissioner Godin made a motion to accept the staff reports, and the motion was seconded by Commissioner Thyme.

Vice-Chair Suchinski applauded the directors and managers for exceptional work and for reporting consistently low vacancies at BHA properties.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

5. **Board Committee Reports**

Vice-Chair Suchinski (Personnel Committee Chair) reported that a special meeting of the Personnel Committee was held at 5:30 p.m. earlier this evening and that details would be discussed during open and executive session later in this regular meeting.

6. **Review and Take Action on List of Invoices**

Commissioner Godin made a motion to accept the List of Invoices for November 2019 and December 2019, and the motion was seconded by Commissioner Thyme.

There being no further discussion

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

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

Commissioner Thyme made a motion to accept the financial reports for November 2019 and December 2019 as read until audited, and the motion was seconded by Commissioner Godin.

There being no further discussion

**VOTE: Y-4, Abstention-1 (Suchinski), MOTION CARRIED**
8. **Review and Take Action on Changes to BHA Personnel Policy**

Commissioner Klimek made a motion to accept the changes in the Personnel Policy with the following modifications with labor council review:

- In section 5.1. language regarding Summons as an exception;
- In section 5.1. add exceptions are to be determined by the CEO on a case by case basis and that such exceptions shall be documented and filed.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

9. **Review and Take Action on Resolution #1352 to amend ACC to include 16 Vance Drive, 69 Gaylord Street, and 75 Union Street, and to authorize the CEO to execute Declaration of Trust regarding each of said properties**

Vice-Chair Suchinski made a motion to waive the reading and approve Resolution #1352 with the language pertaining to 16 Vance Drive removed and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

---

**RESOLUTION #1352**

**AMEND ACC TO INCLUDE 69 GAYLORD STREET AND 75 UNION STREET AND TO AUTHORIZE THE CEO TO EXECUTE DECLARATION OF TRUST REGARDING EACH OF SAID PROPERTIES**

WHEREAS, the Housing Authority of the City of Bristol is to acquire property known as 69 Gaylord Street, Bristol, Connecticut; and

WHEREAS, the United States Department of Housing and Urban Development by its Regulations, require that 69 Gaylord Street, Bristol, Connecticut and 75 Union Street, Bristol, Connecticut be added to the Consolidated Annual Contributions Contract;

WHEREAS, the United States Department of Housing and Urban Development and its Regulations require that 69 Gaylord Street, Bristol, Connecticut and 75 Union Street, Bristol, Connecticut have recorded on the Land Records of the City of Bristol Declarations of Trust/Restrictive Covenants for each of said properties.

NOW THEREFORE, IT IS HEREBY RESOLVED as follows:

1. The Department of Housing and Urban Development Consolidated Annual Contributions Contract shall be amended to include 69 Gaylord Street, Bristol, Connecticut and 75 Union Street, Bristol, Connecticut;

2. That for each of the above referenced properties there shall be recorded on the Land Records of the City of Bristol a Declaration of Trust/Restrictive Covenants document; and

3. The CEO of the Housing Authority of the City of Bristol, Mitzy Rowe, is hereby authorized to execute each and all documents necessary to implement the amendment and the Declaration of Trust/Restrictive Covenants.
Roll Call
Ayes
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED


Commissioner Thyme made a motion to waive the reading and approve Resolution #1353 and attach a copy to the minutes, and the motion was seconded by Commissioner Godin.

RESOLUTION #1353

TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 12/31
FEDERAL $10,828.33; STATE $248.00; HCV PROGRAM $3,798.00

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal $3,906.15; State $539.00; HCV Program $0.00;

NOW THEREFORE, it is hereby resolved that the amount of Federal $3,906.15; State $539.00; HCV Program $0.00 will be written off as of 12/31/2019.

Roll Call
Ayes
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action on Resolution #1354 – to Write Off Uncollectibles, Vacated Tenant Balances as of 12-31-2019 – Zbikowski Park LIHTC

Commissioner Godin made a motion to waive the reading and approve Resolution #1354 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.
RESOLUTION #1354
TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 12/31
ZBIKOWSKI PARK LIHTC $368.10

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Zbikowski Park LIHTC;

NOW THEREFORE, it is hereby resolved that the amount of $368.10 will be written off for Zbikowski Park LIHTC as of 12/31/2019.

Roll Call

Ayes
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Board Committee Assignments for 2020

Chair Bouffard suggested no need to make any board committee assignment changes at this time, and the commissioners agreed.

13. Old/New Business

There was no old or new business.

14. Executive Session to Discuss Pending Litigation

At 6:53 p.m. Vice-Chair Suchinski moved that the Board enter into executive session, inviting in the CEO and General Counsel, to discuss pending litigation, real estate contract negotiations, and personnel matters, 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 7:05 p.m.

15. Any Action Resulting from Executive Session

Commissioner Thyme made a motion to accept the CEO’s recommendations for staff remuneration and to instruct that a memo be sent on behalf of the Board to the management staff thanking them for their hard work, and the motion was seconded by Commissioner Klimek.

There being no further discussion
16. **Adjournment**

At 7:07 p.m., Commissioner Klimek made a motion to adjourn the meeting, and the motion was seconded by Commissioner Godin.

There being no further discussion

---

**UNANIMOUS VOTE, MOTION CARRIED**

Approved and Certified for Filing:

[Signature]

Mitzy Rowe  
Chief Executive Officer  
Bristol Housing Authority

Date: February 18, 2020