



**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

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Approved by the Board on August 18, 2020

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

**June 16, 2020
Via Video/Telephone Conference**

Chair Bouffard called the meeting to order at 4:23 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; Beatrice Nieves, Sr. 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; Brittany Barney, City Liaison

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. Review and Approval of the Minutes

Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of May 19, 2020, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED



3. Staff Reports for June 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**

The CEO informed the Board that an application was submitted for the CHFA Housing Authority Small Improvement Plan (HASIP) Basic Needs Pantry. By consensus the Board granted authority to the CEO and expressed approval and appreciation for her effort in preparing the application.

The CEO informed the Board that in response to the City's request, a dinner would be ordered by BHA and provided to 20 city residents.

The CEO informed the Board that BHA would lend the Bristol Fire Department a new refridgerator to use until their broken one could be replaced.

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

4. Board Committee Reports

There were no committee reports.

5. Review and Take Action on List of Invoices

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

There being no further discussion

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

6. Review and Take Action on Financial Reports

Commissioner Klimek made a motion to accept the financial reports for May 2020 as read until audited, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

7. Review and Take Action on Resolution #1366 to Approve the Rate-Consumption Report Allowance for Tenant-Furnished Utilities and Other Services

Commissioner Klimek made a motion to waive the reading, approve Resolution #1366, and attach a copy to the minutes; and the motion was seconded by Commissioner Thyme.

RESOLUTION #1366

TO APPROVE THE RATE-CONSUMPTION REPORT ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES

WHEREAS, the Bristol Housing Authority received the utility allowances listed below for Heating, Cooking, Other Electric and Water Heating;

NOW THEREFORE, it is hereby resolved that the Bristol Housing Authority implement the following utility allowances beginning July 1, 2020.

Locality: Bristol Housing Authority	Yankee Gas and Connecticut Light and Power		Date: 07/01/2020			
6000 AHDD		Monthly Dollar Allowances				
Unit Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Mobile Home (Manufactured Home)*						
a. Natural Gas	42	51	66	84	105	
b. Electric	56	68	88	113	141	
c. Bottle Gas	75	90	117	150	187	
d. Oil	73	89	114	147	184	
High Rise with Elevator						
a. Natural Gas	43	49	58	71	80	100
b. Electric	51	63	76	94	117	136
Row House/Garden Apt. (Rowhouse/Townhouse)*						
a. Natural Gas	42	56	76	94	114	133
b. Electric	56	75	101	126	153	178
c. Bottle Gas	74	99	134	167	203	236
d. Oil	73	97	132	164	199	231
Two-Three Family/Duplex (Semi-Detached)*						
a. Natural Gas	51	65	86	107	126	143
b. Electric	68	87	115	143	168	191
c. Bottle Gas	90	116	153	190	223	254
d. Oil	88	114	150	187	219	249
Older Multi-Family (Low Rise)*						
a. Natural Gas	45	59	79	98	118	135
b. Electric	61	79	106	131	158	181
c. Bottle Gas	80	105	141	174	209	240
d. Oil	79	104	138	171	205	236

Unit Type	6000 AHDD					
	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Older Home Converted (Semi-Detached)*						
a. Natural Gas	48	62	83	103	122	137
b. Electric	65	83	111	138	164	184
c. Bottle Gas	86	110	147	183	218	244
d. Oil	84	108	145	179	214	240
Single Family Detached						
a. Natural Gas	55	75	89	113	128	148
b. Electric	74	100	120	151	171	199
c. Bottle Gas	98	133	159	201	227	264
d. Oil	96	130	156	197	223	259
All Unit Types - Cooking						
a. Natural Gas	7	9	12	15	19	20
b. Electric	13	17	23	29	35	38
c. Bottle Gas	12	16	21	27	33	36
All Unit Types - Electricity	46	59	79	98	122	132
All Unit Types - Water Heat						
a. Natural Gas	9	11	15	19	23	25
b. Electric	17	21	29	36	44	48
c. Bottle Gas	15	20	27	33	41	44
d. Oil	15	19	25	31	38	42
Range (Tenant Owned)	4	4	5	5	5	5
Refrigerator (Tenant Owned)	4	4	4	5	5	5
Water	11	11	11	11	11	11
Sewer	22	28	34	41	46	52

Roll Call

Ayes

Nays

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Resolution #1367 to approve Rent Increase for Komanetsky Estates

Commissioner Klimek made a motion to waive the reading, approve Resolution #1367, and attach a copy to the minutes; and the motion was seconded by Commissioner Thyme.

RESOLUTION #1367

TO APPROVE RENT INCREASE FOR KOMANETSKY ESTATES

WHEREAS, The Housing Authority of the City of Bristol approves the following rent increase for Komanetsky Estates as follows:

\$20 increase in base side rent:

- studio apartments from \$550 to \$570
- one-bedroom apartments from \$575 to \$595

WHEREAS, the rent increase will take effect on August 1, 2020.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Housing Authority of Bristol hereby acknowledge and approve the above rent increase to take effect August 1, 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 Take Action on Resolution #1368 to Write Off Uncollectibles, Vacated Tenant Balances as of 06/30/2020 – Fed, State, HCV

Commissioner Klimek made a motion to waive the reading, approve Resolution #1368, and attach a copy to the minutes; and the motion was seconded by Commissioner Thyme.

RESOLUTION #1368

**TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 06/30/2020
FEDERAL \$2,357.52; STATE \$0.00; HCV PROGRAM \$0.00**

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal \$2,357.52; State \$0.00; HCV Program \$0.00;

NOW THEREFORE, it is hereby resolved that the corrected amounts of Federal \$2,357.52; State \$0.00; HCV Program \$0.00 will be written off as of 06/30/2020.

Roll Call

Ayes

Nays

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Review and Approval of Goodwin University Partnership Agreement

Commissioner Thyme made a motion to approve the Goodwin University Partnership Agreement, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action Regarding Subscriber Service Agreement by and between ONLINE Information Services, Inc. and the Housing Authority of the City of Bristol

Commissioner Klimek made a motion to approve the Subscriber Service Agreement by and between ONLINE Information Services, Inc. and the Housing Authority of the City of Bristol, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Vice-Chair Suchinski made a motion for approval for the CEO to enter into said agreement subject to final review and required revisions by General Counsel.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Old/New Business

There was no old or new business.

13. Executive Session to Discuss Carabetta Arbitration

At 4:38 p.m. Commissioner Thyme moved that the Board enter into executive session, inviting in the CEO and General Counsel, to discuss Carabetta arbitration, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 4:57 p.m.

14. Any Action Resulting from Executive Session

No action was taken.

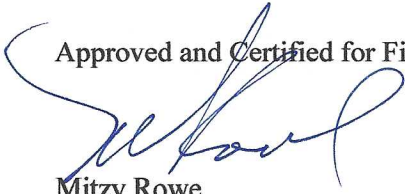
15. Adjournment

At 4:58 p.m., Vice-Chair Suchinski made a motion to adjourn the meeting, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:



Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: August 18, 2020