



**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 September 15, 2020

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

**August 18, 2020
Via Video/Telephone Conference**

Chair Bouffard called the meeting to order at 4:34 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; Laura LaMar, Property Manager, Amy D'zurka, Property Manager; Yvonne Tirado, Director of Accounting and Special Projects; 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. Review and Approval of the Minutes

Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of June 16, 2020 and the minutes of the Special Meeting of the Labor & Personnel Committee of June 25, 2020, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED



3. Staff Reports for August 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 Klimek made a motion to accept the staff reports, and the motion was seconded by Commissioner Thyme.

Commissioners were shown a slide presentation prepared by the CEO of BHA property damage from tropical storm Isaias on August 4, 2020.

The CEO informed the Board that a meeting had been scheduled for August 28, 2020 with the mayor to review plans for BHA's application for the HUD Choice Neighborhoods Planning Grants program.

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

The CEO pointed out that a special meeting of the Labor & Personnel Committee was held on June 25, 2020. The CEO and the Committee discussed aspects of the upcoming union contract negotiations, and the CEO said details would be discussed in executive session later in the meeting.

5. Review and Take Action on List of Invoices

Commissioner Klimek made a motion to accept the List of Invoices for June and July 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 June and July 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 #1369 to Approve Tandem Care, Inc. quote for to prepare the application for the for the HUD Choice Neighborhood Program grant Allowance for Tenant-Furnished Utilities and Other Services

Commissioner Klimek made a motion to waive the reading, approve Resolution #1369, and attach a copy to the minutes; and the motion was seconded by Commissioner Thyme.

RESOLUTION #1369

TO APPROVE THE QUOTE OF TANDEM CARE INC. FOR PREPARATION AND SUBMISSION OF HUD CHOICE NEIGHBORHOODS PLANNING GRANT

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has released Notification of Funding Availability (NOFA) for the FY2020 Choice Neighborhoods Planning Grant;

WHEREAS, changes in the NOFA allow the Bristol Housing Authority to qualify for the grant;

WHEREAS, Ian Tink, President of Tandem Care Inc. of Westborough, Massachusetts, has submitted to the CEO of the Bristol Housing Authority a quote in the amount of \$19,500 to prepare and submit the Authority’s application for the Choice Neighborhoods Planning Grant; and

WHEREAS, it would be in the best interest of the Bristol Housing Authority to prepare and submit such an application.

NOW THEREFORE, it is hereby resolved that the CEO of the Bristol Housing Authority is authorized to execute the contract with Tandem Care Inc. in the amount stated above.

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 #1370 to allow the CEO to prepare and submit the application for the Choice Neighborhood Planning grant

Commissioner Klimek made a motion to waive the reading, approve Resolution #1370, and attach a copy to the minutes; and the motion was seconded by Commissioner Thyme.

RESOLUTION #1370

**TO AUTHORIZE THE CEO TO PREPARE AND SUBMIT HUD CHOICE
NEIGHBORHOODS PLANNING GRANT**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has released Notification of Funding Availability (NOFA) for the FY2020 Choice Neighborhoods Planning Grant;

WHEREAS, changes in the NOFA allow the Bristol Housing Authority to potentially qualify for the grant;

WHEREAS, the Choice Neighborhoods Planning Grants support the comprehensive neighborhood revitalization plans which focus on directing resources to address three core goals: housing, people and neighborhood;

WHEREAS, to achieve these goals the Bristol Housing Authority must develop and implement a comprehensive neighborhood revitalization strategy or transformation plan;

WHEREAS, the transformation plan will become the guiding document for the revitalization of the public housing units while simultaneously directing the transformation of the surrounding neighborhood and positive outcomes for families;

WHEREAS, it is in the best interest of the Bristol Housing Authority to prepare and submit an application for the FY2020 Choice Neighborhoods Planning Grant.

NOW THEREFORE, it is hereby resolved that the Bristol Housing Authority shall prepare and submit an application for fiscal year FY2020 Choice Neighborhoods Planning Grant and the CEO is hereby authorized to execute any and all necessary and appropriate documents to accomplish that goal.

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 #1371 to allow the CEO to prepare and file application to DOH for Substantial Rehabilitation funding of \$2,537,370 for the D.J. Komanetsky Estates**

Commissioner Thyme made a motion to waive the reading, approve Resolution #1371, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1371

**TO AUTHORIZE THE CEO TO PREPARE AND SUBMIT APPLICATION TO DOH
FOR D.J. KOMANETSKY ESTATES SUBSTANTIAL REHABILITATION FUNDING**

WHEREAS, the Connecticut Department of Housing (DOH) is offering Substantial Rehabilitation funding for State-funded housing; and

WHEREAS, D.J. Komanetsky Estates is a State-funded property in need of substantial rehabilitation and capital improvements;

NOW THEREFORE, it is hereby resolved that the CEO of the Bristol Housing Authority is authorized to prepare and submit an application to DOH for \$2,537,370 for Substantial Rehabilitation funds for D.J. Komanetsky Estates.

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 Take Action to extend for one year the BDO USA, LLC contracts to provide services to BHA and Zbikowski Park Neighborhood LP

Commissioner Klimek made a motion to approve the extension for one year the BDO USA, LLC contract to provide services to BHA and Zbikowski Park Neighborhood LP, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action authorizing the Housing Authority of the City of Bristol to borrow from the Bristol Neighborhood Development Corp. up to \$300,000 at 3% per year interest as a pre-development loan for D.J. Komanetsky Estates

Commissioner Klimek made a motion authorizing BHA to borrow from BNDC up to \$300,000 at 3% per year interest as a pre-development loan for D.J. Komanetsky Estates, and the motion was seconded by Commissioner Avilés.

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

a. Litigation Related to Carabetta

b. Personnel Matters and Union Negotiations

At 4:54 p.m. Commissioner Klimek moved that the Board enter into executive session, inviting in the CEO and General Counsel, to discuss a.) Litigation Related to Carabetta and b.) Personnel Matters and Union Negotiations, 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 5:25 p.m.

14. Any Action Resulting from Executive Session

Commissioner Klimek moved that the Board approve the CEO's recommendation for COVID-19 compensation, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

15. Adjournment

At 5:26 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: September 15, 2020