



**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 November 17, 2020

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

**October 20, 2020
Via Video/Telephone Conference**

Chair Bouffard called the meeting to order at 4:27 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; Laura LaMar, Property Manager; 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

Marc A. Reich of 34 Oak Bluff, Avon, CT and President of the Greater Bristol Realty Corporation spoke on the 20-year relationship between GBRC and BHA. He announced the Melissa Green, BHA Deputy Director/Director of HCV Program, who had been an observer of GBRC meetings for one and one-half years, was offered a permanent seat on the GBRC board of directors and has accepted. Craig Minor, also of GBRC, spoke also on the mission of GBRC.



3. Review and Approval of the Minutes

Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of September 15, 2020, and the motion was seconded by Commissioner Thyme.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

4. Staff Reports for October 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.

Property Manager Amy D’zurka gave an update on the condition of Gaylord Towers following water damage caused by sprinklers activated by a fire in the 5th floor trash room.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

5. Board Committee Reports

There were no committee reports.

6. Review and Take Action on List of Invoices

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

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 remove from the table the item to Review and Take Action on August 2020 Monthly Financials (tabled at the meeting of September 15, 2020), and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Resolution #1372 to Write Off Uncollectibles, Vacated Tenant Balances as of 10/31/2020 – Fed, State, HCV

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

RESOLUTION #1372

**TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF
10/31/2020; FEDERAL \$552.40; STATE \$3,498.16; HCV PROGRAM \$2,762.00**

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal \$552.40; State \$3,498.16; HCV Program \$2,762.00;

NOW THEREFORE, it is hereby resolved that the corrected amounts of Federal \$552.40; State \$3,498.16; HCV Program \$2,762.00 will 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 Take Action on Resolution #1373 – Increase HCV Payment Standards for Bristol

Commissioner Klimek made a motion to waive the reading, approve Resolution #1373, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1373

INCREASE HCV PAYMENT STANDARDS FOR BRISTOL

WHEREAS, the Housing Authority of the City of Bristol, in compliance with the United States Department of Housing & Urban Development will amend its zero, one, two, three, and four-bedroom payment standards for the Housing Choice Voucher (Section 8) Program

for the town of Bristol effective January 1, 2021. These amounts are 95% of the 2021 SAFMRs; and

WHEREAS, the 0-bedroom payment standard will increase from \$740 to \$779; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 1-bedroom payment standard will increase from \$920 to \$960; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 2-bedroom payment standard will increase from \$1,140 to \$1,188; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 3-bedroom payment standard will increase from \$1,420 to \$1,473; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 4-bedroom payment standard will increase from \$1,630 to \$1,729; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

NOW THEREFORE, it is hereby resolved that the Commissioners of the Housing Authority of the City of Bristol approve and adopt the Payment Standards for the Section 8 Program for the town of Bristol effective January 1, 2021.

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 on Resolution #1374 – Increase HCV Payment Standards for Plainville

Commissioner Klimek made a motion to waive the reading, approve Resolution #1374, and attach a copy to the minutes; and the motion was seconded by Commissioner Thyme.

RESOLUTION #1374

INCREASE HCV PAYMENT STANDARDS FOR PLAINVILLE

WHEREAS, the Housing Authority of the City of Bristol, in compliance with the United States Department of Housing & Urban Development will amend its zero, one, two, three, and four-bedroom payment standards for the Housing Choice Voucher (Section 8) Program for the town of Plainville effective January 1, 2021. These amounts are 95% of the 2021 SAFMRs; and

WHEREAS, the 0-bedroom payment standard will increase from \$750 to \$770; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 1-bedroom payment standard will increase from \$930 to \$950; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 2-bedroom payment standard will increase from \$1,150 to \$1,169; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 3-bedroom payment standard will increase from \$1,430 to \$1,454; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 4-bedroom payment standard will increase from \$1,640 to \$1,701; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

NOW THEREFORE, it is hereby resolved that the Commissioners of the Housing Authority of the City of Bristol approve and adopt the Payment Standards for the Section 8 Program for the town of Plainville effective January 1, 2021.

Roll Call

Ayes

Nays

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action on Resolution #1375 – Increase HCV Payment Standards for Plymouth/Terryville

Commissioner Klimek made a motion to waive the reading, approve Resolution #1375, and attach a copy to the minutes; and the motion was seconded by Commissioner Thyme.

RESOLUTION #1375

INCREASE HCV PAYMENT STANDARDS FOR PLYMOUTH/TERRYVILLE

WHEREAS, the Housing Authority of the City of Bristol, in compliance with the United States Department of Housing & Urban Development will amend its zero, one, two, three, and four-bedroom payment standards for the Housing Choice Voucher (Section 8) Program for the town of Plymouth/Terryville effective January 1, 2021. These amounts are 95% of the 2021 SAFMRs; and

WHEREAS, the 0-bedroom payment standard will increase from \$790 to \$836; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 1-bedroom payment standard will increase from \$980 to \$1,036; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 2-bedroom payment standard will increase from \$1,220 to \$1,273; and this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 3-bedroom payment standard will increase from \$1,520 to \$1,587; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 4-bedroom payment standard will increase from \$1,740 to \$1,853; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

NOW THEREFORE, it is hereby resolved that the Commissioners of the Housing Authority of the City of Bristol approve and adopt the Payment Standards for the Section 8 Program for the town of Plymouth/Terryville effective January 1, 2021.

Roll Call

Ayes

Nays

Chair Bouffard

Vice-Chair Suchinski

Commissioner Thyme

Commissioner Klimek

Commissioner Avilés

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action on Resolution #1376 – Increase HCV Payment Standards for Southington

Commissioner Klimek made a motion to waive the reading, approve Resolution #1376, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1376

INCREASE HCV PAYMENT STANDARDS FOR SOUTHINGTON

WHEREAS, the Housing Authority of the City of Bristol, in compliance with the United States Department of Housing & Urban Development will amend its one, two, and four-bedroom payment standards for the Housing Choice Voucher (Section 8) Program for the town of Southington effective January 1, 2021. These amounts are 95% of the 2021 SAFMRs; and

WHEREAS, the 1-bedroom payment standard will increase from \$1,020 to \$1,036; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 2-bedroom payment standard will increase from \$1,270 to \$1,273; and this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents); and

WHEREAS, the 4-bedroom payment standard will increase from \$1,810 to \$1,853; this increase represents compliance with HUD’s SAFMRs (Small Area Fair Market Rents);

NOW THEREFORE, it is hereby resolved that the Commissioners of the Housing Authority of the City of Bristol approve and adopt the Payment Standards for the Section 8 Program for the town of Southington effective January 1, 2021.

Roll Call

<u>Ayes</u>	<u>Nays</u>
Chair Bouffard	
Vice-Chair Suchinski	
Commissioner Thyme	
Commissioner Klimek	
Commissioner Avilés	

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

13. Old/New Business

The CEO congratulated the Deputy Director/Director of HCV Program on her joining the board of directors of the Greater Bristol Realty Corp.

14. Executive Session to Discuss Litigation Related to Carabetta

At 4:58 p.m. Commissioner Thyme moved that the Board enter into executive session, inviting in the CEO and General Counsel, to discuss Litigation Related to Carabetta, 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 5:19 p.m.

15. Any Action Resulting from Executive Session

No action was taken.

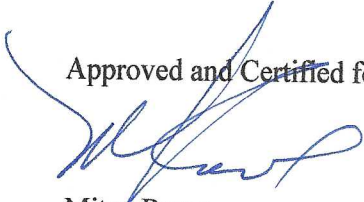
16. Adjournment

At 5:20 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: November 17, 2020