



**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
David R. Godin
Andrew D. Thyme
Greg Klimek

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

**October 16, 2018
Cambridge Park Community Room – 164 Jerome Avenue**

Chair Bouffard called the meeting to order at 6:30 p.m.

1. Roll Call

Present:

Rickey Bouffard, Chair
David Godin, Tenant Commissioner
Andrew D. Thyme, Commissioner
Greg Klimek, Commissioner

Absent:

Brian S. Suchinski, Vice-Chair

Also present: Mitzy Rowe, Chief Executive Officer; Melissa Green, Deputy Director/Director of HCV Program; Carl Johnson, Director of Capital Funds; Joseph Daniel, Director of Finance; Sharon Oquendo, Director of Public Housing; Amy D'zurka, Property Manager; Beatrice Nieves, Property Manager; Laura LaMar, Property Manager; Ariana Caldas, Property Manager; Yvonne Tirado, Special Projects and Procurement Manager; 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

Commissioner Godin moved to approve the minutes of the Regular Meeting of September 25, 2018, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

4. Staff Reports for September 2018

"Designated High Performer by HUD for 2017"
The Bristol Housing Authority is an Equal Opportunity Affirmative Action Employer



- 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**
- j. **Director of Finance Report**

Commissioner Godin moved to accept the staff reports, and the motion was seconded by Commissioner Klimek.

The CEO showed the certificate of recognition presented by the City of Bristol Commission for Persons with Disabilities to BHA in recognition for its employment practices and longstanding commitment to hiring and gainfully employing job-ready Bristol citizens with disabilities. She pointed out that this recognition addressed workers from BARC (Bristol Adult Resources Center) who work at Komanetsky Estates. She also pointed out that BHA was the first client of BARC several years ago.

Commissioner Klimek, who serves on the BCPD, thanked Ms. LaMar and the authority on behalf of the commission.

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 Godin moved to accept the List of Invoices, and the motion was seconded by Commissioner Klimek.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

7. Review and Take Action on Financial Reports

Commissioner Godin moved to accept the financial reports for September 2018 as read until audited, and the motion was seconded by Commissioner Thyme.

The CEO discussed the positive transition to the PHA-Web system that is ongoing.

Commissioner Thyme inquired about the issue of JFK Apartments and Gaylord Towers stoves from the August meeting's public participation. Mr. Johnson gave a progress report and stated that there will be a meeting with tenants to review improvements.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Revisions to Procurement Policy

Commissioner Godin made a motion to approve the revisions to the BHA Procurement Policy, and Commissioner Klimek seconded the motion.

Mr. Johnson explained that changes in federal rules regarding the management of contracts based on the cost of the job had been adjusted, and thus the policy needed to be updated.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

9. Executive Session to Discuss Carabetta Proposal

The Board unanimously agreed that as the general counsel was absent from this meeting, the executive session would not be useful and would be removed from the agenda.

10. Any Action Resulting from Executive Session

There was no executive session (see no. 9 above).

11. Old/New Business

No old or new business was discussed.

12. Adjournment

Commissioner Klimek made a motion to adjourn the meeting at 6:52 p.m., and the motion was seconded by Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:



Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: November 20, 2018