



**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

Phone: (860) 582-6313  
Fax: (860) 585-6033  
TDD: (860) 584-1565  
Website: [www.bristolhousing.org](http://www.bristolhousing.org)

---

**Preliminary Minutes  
(not yet approved by the Board)**

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

**November 20, 2018  
Cambridge Park Community Room – 164 Jerome Avenue**

Chair Bouffard called the meeting to order at 6:33 p.m.

**1. Roll Call**

**Present:**

Rickey Bouffard, Chair  
Brian S. Suchinski, Vice-Chair  
David Godin, Tenant Commissioner  
Andrew D. Thyme, Commissioner  
Greg Klimek, Commissioner

**Absent:**

Also present: Mitzy Rowe, Chief Executive Officer; Melissa Green, Deputy Director/Director of HCV Program; Sal Vitrano, General Counsel; 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; Gregory Hahn, City Liaison

**2. Public Participation**

No members of the public signed up to participate.

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

Commissioner Klimek moved to approve the minutes of the Regular Meeting of October 16, 2018, and the motion was seconded by Commissioner Godin.

There being no further discussion



**UNANIMOUS VOTE, MOTION CARRIED**

**4. Staff Reports for September 2018**

- 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 reminded the Board that Resident Advisory Board meetings are being held and that any policy changes necessary will be proposed at the beginning of 2019.

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

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

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

The CEO stated that this month's financial reports were not available as the Fee Accountant was preparing them in PHA-Web for the first time and that the reports would be available for the next Board meeting.

Commissioner Klimek made a motion to table this item until the next meeting, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

**8. Review and Approval of 2019 Regular Board Meeting Schedule**

Commissioner Klimek moved to approve the 2019 board meeting schedule with changes

proposed (there will be no July 2019 regular meeting) and that the regular meeting scheduled for December 18, 2018 be canceled, and the motion was seconded by Commissioner Thyme.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

**9. Executive Session to Discuss**

- a. Negotiations with Chrysalis Center, Inc.
- b. Carabetta Proposal
- c. Personnel Matters

At 6:39 p.m. Commissioner Thyme moved that the Board enter into executive session, inviting in the CEO and the General Counsel, to discuss the above three matters, and the motion was seconded by Commissioner Godin.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

Chair Bouffard declared the meeting in open session at 6:50 p.m.

**10. Any Action Resulting from Executive Session**

No action was taken.

**11. Old/New Business**

No old or new business was discussed.

**12. Adjournment**

Commissioner Klimek made a motion to adjourn the meeting at 6:51 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: January 15, 2018