



**Housing Authority of the City of Bristol
164 Jerome Avenue - Bristol, CT 06010**

Chief Executive Officer
Mitzy Rowe

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Board of Commissioners
Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
David R. Godin
Andrew D. Thyme
Greg Klimek

**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 November 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