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

February 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

   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; Emily Colón, Property Manager; Laura LaMar, Property Manager; Michael Kavanaugh, Executive Assistant to the CEO

2. **Public Participation**

   No members of the public signed up to participate.

3. **Review and Take Action on Minutes**

   Commissioner Klimek moved to approve the minutes of the Special Meeting (Annual Meeting) of January 16, 2018 and the minutes of the Regular Meeting of January 16, 2018, and the motion was seconded by Commissioner Thyme.

   There being no further discussion

   **UNANIMOUS VOTE, MOTION CARRIED**

   Mr. Johnson, Ms. Green and Ms. Oquendo presented the changes to the Agency Plan 2018-2022.
4. **Staff Reports for February 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 MR – Property Manager Report  
   i. Director of Finance Report

Commissioner Klimek moved to accept the staff reports, and the motion was seconded by Vice-Chair Suchinski.

The Commissioners congratulated the CEO on the REAC inspection appeal.

Chair Bouffard inquired about progress on the proposed Cambridge Park renovation. The General Counsel answered that BHA is still waiting for proposal changes from The Carabetta Companies and that BHA has been doing its due diligence.

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 Vice-Chair Suchinski.

   There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

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

   Commissioner Klimek moved to accept the Financial Reports for January 2018 as read until audited, and the motion was seconded by Vice-Chair Suchinski.

   There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

8. **Review and Take Action on Proposed Amendments to BHA Bylaws**

   Vice-Chair Suchinski moved to accept the changes to the bylaws, and the motion was seconded by Commissioner Thyme.

   Commissioner Klimek suggested that the Section 5 *(In the event of a vacancy occurring in the office of Chief Executive Officer, the Commissioners may designate one of their members to*...
serve in such capacity on a pro tempore basis, without compensation, until such time as a replacement is appointed.) might be changed so that the Deputy Director of BHA, instead of a Commissioner, might serve on a pro tempore basis in the event of a vacancy in the office of CEO. The General Counsel agreed to draft language for proposal.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

The changes in the bylaws will be presented as a resolution in the next meeting.

9. **Review and Take Action on Resolution #1305 to adopt the Agency Plan 2018-2011**

Commissioner Klimmek made a motion to waive the reading and approve Resolution #1305 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.

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RESOLUTION #1305

**TO ADOPT THE AGENCY PLAN 2018-2022**

In accordance with HUD Notices PHA 90-33 and 90-5 (HA), the Public Housing Authority Certification of Compliance with the Public Housing Authority Plans and Related Regulations:

“THEREFORE, BE IT HEREBY RESOLVED that:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA’s jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards, in developing the Plan, and considered the recommendations of the Board or Boards (24CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
   • The PHA regularly submits required data to HUD’s MTCS in an accurate, complete and timely manner (as specified in PHI Notice 99-2);
   • The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
• Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
• The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
• The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(g) (1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
11. The PHA has submitted the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by the Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1957 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR §5.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 63 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.)
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.”

“THEREFORE, BE IT HEREBY RESOLVED that the Bristol Housing Authority Commission is approving the Annual Plan Certification as required, and this resolution shall be attached to the executed Certification for submission to HUD.”

“BE IT THEREFORE RESOLVED that this Resolution is duly adopted by the Housing Authority of the City of Bristol at a meeting of its Commissioners on February 20, 2018 and which has not been rescinded or modified in any way whatsoever.”

Adopted February 20, 2018

Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Seal:

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Roll Call:

Ayes: 
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Review and Take Action on Resolution #1306 to Amend the Admissions and Continued Occupancy Plan 2018-2022 (ACOP)

Commissioner Godin made a motion to waive the reading and approve Resolution #1306 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.

RESOLUTION #1306

TO AMEND ADMISSION AND CONTINUED OCCUPANCY PLAN (ACOP) 2018-2022

WHEREAS, administration of the public housing program and the functions and responsibilities of the Bristol Housing Authority staff shall be in compliance with the Bristol Housing Authority’s Personnel Policy;

WHEREAS, the administration of the Bristol Housing Authority’s housing program shall be in compliance with the requirements of the Department of Housing and Urban Development;

WHEREAS, such requirements include public housing regulations, handbooks and applicable notices issued by the Department of Housing and Urban Development;

WHEREAS, the Admission And Continued Occupancy Plan for the Bristol Housing Authority is designed to demonstrate that it is managing its program in a manner that reflects its commitment to improving the quality of housing available to the public;

WHEREAS, the purpose of Admission And Continued Occupancy Policy is to establish guidelines for the Bristol Housing Authority staff to follow in determining eligibility for admission and continued occupancy;

AND WHEREAS, the Admission And Continued Occupancy Policy is to be binding upon applicants, residents and the Bristol Housing authority.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Admission And Continued Occupancy Plan 2018-2022 for the Bristol Housing Authority.

Adopted February 20, 2018

Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Roll Call:

Ayes: 
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin

Nays:

Seal:
Commissioner Thyme
Commissioner Klimek

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action on Resolution #1307 to Adopt the Section 8 Administrative Plan

Commissioner Klimek made a motion to waive the reading and approve Resolution #1307 and attach a copy to the minutes, and the motion was seconded by Vice-Chair Suchinski.

RESOLUTION #1307

TO ADOPT SECTION 8 ADMINISTRATIVE PLAN 2018-2022

WHEREAS, it is the policy of the Bristol Housing Authority to fully comply with all federal, state and local non-discrimination laws;

WHEREAS, it is the policy of the Bristol Housing Authority to comply with all U.S. Department of Housing and Urban Development regulations governing fair housing and equal opportunity;

WHEREAS, no person shall, on the ground of race, color, sex, religion, national or ethnic origin, family status, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the Bristol Housing Authority Housing Programs;

AND WHEREAS, the Section 8 Administrative Plan 2018-2022 is designed to promote the aforementioned policies.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Section 8 Administrative Plan 2018-2022 for the Bristol Housing Authority.

Adopted February 20, 2018

Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Roll Call:

Ayes: Rickey Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action on Resolution #1308 to Amend the Annual and Five-Year Capital Fund Plans 2018-2022

Vice-Chair Suchinski made a motion to waive the reading and approve Resolution #1308 and
attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.

RESOLUTION #1308

TO AMEND ANNUAL AND FIVE-YEAR CAPITAL FUND PLANS 2018-2022

WHEREAS, the Annual Contributions Contract (ACC) between the Department of Housing and Urban Development and Bristol Housing Authority requires, and federal regulations also require, the Bristol Housing Authority to review and update its Capital Fund Program (CFP) Five-Year Plan as needed;

WHEREAS, the 2018 Capital Fund Program Annual Plan is a Component of the 2018 Capital Fund Five-Year Action Plan;

WHEREAS, the 2018 Capital Fund Program Annual Plan has been revised and updated the Bristol Housing Authority is desirous of adopting the revised and updated plan and;

WHEREAS, the Bristol Housing Authority needs to update Capital Fund Five-Year Action Plan and Capital Fund Program Annual Plan every year to comply with Department of Housing and Urban Development regulations.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and Annual and Five-Year Capital Fund Plan 2018-2022 for the Bristol Housing Authority.

Adopted February 20, 2018

Rickey Bouffard
Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Seal:

Roll Call:

Ayes:  
Chair Bouffard  
Vice-Chair Suchinski  
Commissioner Godin  
Commissioner Thyme  
Commissioner Klimek  

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

13. Review and Take Action on Resolution #1309 to Adopt the Family Self Sufficiency (FSS) Action Plan 2018

Vice-Chair Suchinski made a motion to waive the reading and approve Resolution #1309 and attach a copy to the minutes, and the motion was seconded by Commissioner Klimek.
RESOLUTION #1309

TO ADOPT FAMILY SELF SUFFICIENCY ACTION PLAN (FSS) FY 2018-2022

WHEREAS, it is the policy of the Bristol Housing Authority to fully comply with all federal, state and local non-discrimination laws;

WHEREAS, it is the policy of the Bristol Housing Authority to comply with all U.S. Department of Housing and Urban Development regulations governing fair housing and equal opportunity;

WHEREAS, no person shall, on the ground of race, color, sex, religion, national or ethnic origin, origin, family status, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the Bristol Housing Authority Housing Programs;

AND WHEREAS, the Family Self Sufficiency Action Plan FY 2018-2022 is designed to promote the aforementioned policies.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Family Self Sufficiency Action Plan FY 2018-2022 for the Bristol Housing Authority.

Adopted February 20, 2018

Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Roll Call:

Ayes:  
Chair Bouffard  
Vice-Chair Suchinski  
Commissioner Godin  
Commissioner Thyme  
Commissioner Klimek

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

14. Review and Take Action on Resolution #1310 to Adopt the Section 8 Homeownership Action Plan 2018

Commissioner Godin made a motion to waive the reading and approve Resolution #1310 and attach a copy to the minutes, and the motion was seconded by Commissioner Thyme.
RESOLUTION #1310

TO ADOPT SECTION 8 HOMEOWNERSHIP ACTION PLAN FY 2018-2022

WHEREAS, it is the policy of the Bristol Housing Authority to fully comply with all federal, state and local non-discrimination laws;

WHEREAS, it is the policy of the Bristol Housing Authority to comply with all U.S. Department of Housing and Urban Development regulations governing fair housing and equal opportunity;

WHEREAS, no person shall, on the ground of race, color, sex, religion, national or ethnic origin, family status, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the Bristol Housing Authority Housing Programs;

AND WHEREAS, the Section 8 Homeownership Program Action Plan FY 2018-2022 is designed to promote the aforementioned policies.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Bristol Housing Authority hereby acknowledge, approve and adopt the Section 8 Homeownership Program Action Plan FY 2018-2022 for the Bristol Housing Authority.

Adopted February 20, 2018

Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Roll Call:

Ayes: 
Chair Bouffard 
Vice-Chair Suchinski 
Commissioner Godin 
Commissioner Thyme 
Commissioner Klimek

Nays: 

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

15. Review and Take Action on Resolution #1311 to Approve Rent Increase for Komanetsky Estates

Commissioner Klimek made a motion to waive the reading and approve Resolution #1311 and attach a copy to the minutes, and the motion was seconded by Vice-Chair Suchinski.
RESOLUTION #1311

TO APPROVE RENT INCREASE FOR KOMANETSKY ESTATES

WHEREAS, The Housing Authority of the City of Bristol approves the following rent increase for Komanetsky Estates as follows:

$30 increase in base site rent:
- studio apartments from $510 to $520
- one-bedroom apartments from $555 to $557

WHEREAS, the rent increase will take effect on July 1, 2018.

NOW THEREFORE, it is hereby resolved that the Commissioners of the Housing Authority of Bristol hereby acknowledge and approve the above rent increase to take effect July 1, 2018.

Adopted February 20, 2018

Rickey Bouffard, Chair
Board of Commissioners
The Housing Authority of the City of Bristol

Roll Call:

Ayes:
Chair Bouffard
Vice-Chair Suchinski
Commissioner Godin
Commissioner Thyme
Commissioner Klimie

Nays:

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

16. Review and Take Action on Recommendation for Common Area Painting at JFK Apartments and Gavlord Towers Contract

Commissioner Klimie made a motion to approve the recommendation for Common Area Painting at JFK Apartments and Gaylord Towers Contract, and the motion was seconded by Commissioner Godin.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

17. Review and Take Action on Recommendation for Vacant Unit Painting Services Contractor 2018-2020 Contract

Commissioner Klimie made a motion to approve the recommendation for Vacant Unit Painting Services Contractor 2018-2020 Contract, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED
18. Executive Session to Discuss 1) FOI Request to HUD and 2) Current Claim and Litigation

At 8:01 p.m. Commissioner Godin moved that the Board enter executive session inviting the CEO and the General Counsel to discuss 1) FOI Request to HUD and 2) Current Claim and Litigation, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 8:48 p.m.

19. Any Action Resulting from Executive Session

No action was taken as a result of the executive session.

20. Old/New Business

No old or new business was discussed.

21. Adjournment

Vice-Chair Suchinski made a motion to adjourn the meeting at 8:49 p.m., 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: March 20, 2018