Minutes of the Special Meeting
of the Bristol Housing Authority

May 23, 2017
Cambridge Park Community Room

The Special Meeting of the Housing Authority of the City of Bristol was held on Tuesday, May 23, 2017 at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 6:43 p.m. and upon roll call, the following answered present:

1. **ROLL CALL**

   **Present:**
   Chair Bouffard
   Commissioner Godin
   Commissioner Klimek

   **Absent:**
   Vice-Chair Klemky
   Commissioner Thyme

Note: City Liaison was absent.

Also present: Mitzy Rowe, Chief Executive Officer, Maritsa Zupka, Executive Assistant, Sal Vitro, General Counsel, Melissa Green, Deputy Director/Director of HCV Program, Sharon Oquendo, Director of Public Housing, Carl Johnson, Director of Capital Fund, Joseph Daniel, Director of Finance, Marilyn Rivera, Senior Property Manager, Laura Lamar, Property Manager, Sherley Roman, Property Manager, Beatrice Nieves, Property Manager and Andrew Remus, Auditor for Guyder Hurley, P.C.
2. **PUBLIC PARTICIPATION**

There was no public participation.

A Motion was made to move Item #8 to Item #4 by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

3. **REVIEW AND APPROVAL OF THE MINUTES**

   A. Regular Board Meeting: April 18, 2017
   B. Personnel Committee Meeting: April 24, 2017
   C. Budget Workshop Meeting: April 24, 2017

A Motion was made to approve the minutes for the Regular Board Meeting on April 18, 2017 by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

A Motion was made to approve the minutes for the Personnel Committee Meeting on April 24, 2017 by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

A Motion was made to approve the minutes for the Budget Workshop Meeting on April 24, 2017 by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

4. **STAFF REPORTS FOR MAY 2017**

   A. CHIEF EXECUTIVE OFFICER REPORT
   B. CAPITAL FUND DIRECTOR REPORT
   C. DEPUTY DIRECTOR/DIRECTOR OF HCV PROGRAM REPORT
   D. AMP 1 – SENIOR PROPERTY MANAGER REPORT

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E. AMP 2 – DIRECTOR OF PUBLIC HOUSING REPORT
F. AMP 3 – PROPERTY MANAGER REPORT
G. CONGREGATE – PROPERTY MANAGER REPORT
H. ZBIKOWSKI PARK MR – PROPERTY MANAGER REPORT

A Motion was made to approve the staff reports for May 2017 by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

5. BOARD COMMITTEE REPORTS FOR MAY 2017

There were no Committee Reports.

6. REVIEW AND TAKE ACTION ON LIST OF INVOICES

A Motion was made to accept the invoices by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

7. REVIEW AND TAKE ACTION ON FINANCIAL REPORTS

A Motion was made to accept the financials reports as presented until audited by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

8. REVIEW OF THE 2016 BHA AUDIT REPORT BY ANDREW REMUS FROM GUYDER HURLEY, P.C.

Auditor Andrew Remus from Guyder Hurley, P.C. reviewed the audit report with the Board.

A Motion was made to accept the 2016 BHA Audit Report by Commissioner Klimek, Seconded by Commissioner Godin.

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There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

9. REVIEW AND TAKE ACTION ON RESOLUTION #1296 AUTHORIZING THE APPROVAL OF THE OPERATING BUDGET FOR THE FEDERAL HOUSING RENTAL PROGRAM FOR AMP1, AMP2, AMP3, CENTRAL OFFICE AND HOUSING CHOICE VOUCHER

A Motion was made to waive the reading, approve Resolution #1296 and attach it to the minutes by Director Klimek, Seconded by Director Godin.

RESOLUTION #1296

RESOLUTION AUTHORIZING THE APPROVAL OF THE OPERATING BUDGET FOR THE FEDERAL HOUSING RENTAL PROGRAM FOR AMP1, AMP2, AMP3, CENTRAL OFFICE, AND HOUSING CHOICE VOUCHER

WHEREAS, the U.S. Department of Housing and Urban Development requires that annually the Federal CT-023 Budgets be revised and that they shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that revisions of the Federal Program Budgets are necessary to meet the requirements of the Program, and

BE IT THEREFORE RESOLVED, that the Federal Budgets as presented and attached for Number CT-023 be approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plans shall become effective only after July 1, 2017 and implemented thereafter with a time schedule provided by law.

May 23, 2017
Dated

Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority

Seal:

ROLL CALL
Ayes:
Chair Bouffard
Director Godin
Director Klimek

Nays:

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There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

10. REVIEW AND TAKE ACTION ON RESOLUTION #1297 AUTHORIZING MANAGEMENT PLAN AND SERVICES BUDGET FOR THE CONGREGATE HOUSING RENTAL PROGRAM FOR D. J. KOMANETSKY ESTATES C-14 TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

A Motion was made to waive the reading, approve Resolution #1297 and attach it to the minutes by Director Klimik, Seconded by Director Godin.

RESOLUTION #1297

RESOLUTION AUTHORIZING MANAGEMENT PLAN AND SERVICES BUDGET FOR THE CONGREGATE HOUSING RENTAL PROGRAM FOR D. J. KOMANETSKY ESTATES C-14 TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Dimitry J. Komanetsky Estates, Project Number C-14 is approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut, Department of Housing and the Connecticut Housing Finance Authority for their approval, and

BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

May 23, 2017

Date

Rickey Bouffard, Chair
Board of Commissioners
Bristol Housing Authority

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There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

11. REVIEW AND TAKE ACTION ON RESOLUTION #1298 AUTHORIZING MANAGEMENT PLAN FOR THE SECTION 8 RENTAL PROGRAM FOR PROJECTS ZBIKOWSKI PARK M8 AND MOUNTAIN LAUREL MANOR E-139-L TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

A Motion was made to waive the reading, approve Resolution #1298 and attach it to the minutes by Director Klimek, Seconded by Director Godin.

RESOLUTION #1298

RESOLUTION AUTHORIZING MANAGEMENT PLAN FOR THE SECTION 8 RENTAL PROGRAM FOR PROJECTS ZBIKOWSKI PARK M8 AND MOUNTAIN LAUREL MANOR E-139-L TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Mountain Laurel Manor and Zbikowski Park M-8 and Projects Numbered E-139-L, approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut Department of Housing and the Connecticut Housing Finance Authority for their approval, and
BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

May 23, 2017  Rickey Bouffard, Chairman
Date  Board of Commissioners
       Bristol Housing Authority

Seal:

ROLL CALL
Ayes:  Nayes:
Chair Bouffard
Director Godin
Director Klimek

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

12. REVIEW AND TAKE ACTION ON RESOLUTION #1299 TO APPROVE THE RATE-CONSUMPTION REPORT ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES FOR THE HOUSING CHOICE VOUCHER PROGRAM AND PUBLIC HOUSING

A Motion was made to waive the reading, approve Resolution #1297 and attach it to the minutes by Director Klimek, Seconded by Director Godin.

RESOLUTION #1299

Resolution to approve the Rate-Consumption Report Allowance for Tenant-Furnished Utilities and Other Services for the Housing Choice Voucher and Public Housing Programs

WHEREAS, the Bristol Housing Authority received the utility allowances listed below for Heating, Cooking, Other Electric and Water Heating;

BE IT THEREFORE RESOLVED, that the Bristol Housing Authority implement the following utility allowances beginning July 1, 2017.

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<table>
<thead>
<tr>
<th>Locality:</th>
<th>Connecticut Department of Housing HCV Utility Schedule</th>
<th>Date: 07/01/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bristol Housing Authority</td>
<td></td>
<td></td>
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| Unit Type | Monthly Dollar Allowances |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |  |
| Mobile Home (Manufactured Home)* | | | | | | | |
| a. Coal | 29 | 35 | 51 | 61 | 71 | | |
| b. Bottle Gas | 70 | 85 | 114 | 133 | 158 | | |
| c. Oil | 65 | 80 | 95 | 113 | 135 | | |
| High Rise with Elevator | | | | | | | |
| a. Natural Gas | 21 | 44 | 56 | 68 | 75 | 82 | |
| b. Oil | 50 | 63 | 83 | 100 | 108 | 118 | |
| c. Electric | 46 | 62 | 85 | 108 | 132 | 145 | |
| d. Propane | 44 | 63 | 97 | 116 | 145 | 160 | |
| Row House/Garden Apt. (Rowhouse/Townhouse) * | | | | | | | |
| 2-3 Family Duplex | | | | | | | |
| Semi-Detached | | | | | | | |
| a. Natural Gas | 62 | 77 | 104 | 120 | 147 | 162 | |
| b. Electric | 65 | 75 | 102 | 126 | 145 | 160 | |
| c. Bottle Gas | 55 | 73 | 90 | 108 | 125 | 138 | |
| d. Oil | | | | | | | |
| Single Family Detached | | | | | | | |
| a. Natural Gas | 40 | 60 | 70 | 81 | 100 | 110 | |
| b. Electric | 74 | 93 | 124 | 139 | 163 | 179 | |
| c. Bottle Gas | 73 | 97 | 121 | 141 | 170 | 187 | |
| d. Oil | 75 | 88 | 100 | 118 | 146 | 161 | |

| Unit Type | Monthly Dollar Allowances |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |  |
| All Unit Types - Cooking | | | | | | | |
| a. Natural Gas | 6 | 8 | 10 | 13 | 16 | 18 | |
| b. Electric | 11 | 13 | 16 | 21 | 24 | 27 | |
| c. Bottle Gas | 10 | 12 | 17 | 22 | 27 | 32 | |
| All Unit Types - Electricity | | | | | | | |
| 34 | 42 | 54 | 62 | 74 | 95 | | |
| All Unit Types - Water Heat | | | | | | | |
| a. Natural Gas | 16 | 19 | 26 | 39 | 52 | 57 | |
| b. Electric | 47 | 57 | 65 | 73 | 81 | 89 | |
| c. Bottle Gas | 22 | 32 | 44 | 61 | 78 | 85 | |
| d. Oil | 18 | 28 | 38 | 55 | 73 | 90 | |
| Range (Tenant Owned) | 2 | 2 | 3 | 3 | 4 | 4 | |
| Refrigerator (Tenant Owned) | 3 | 3 | 3 | 3 | 4 | 4 | |

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May 23, 2017
Date

Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority

Seal:

ROLL CALL
Ayes: Naves:
Chair Bouffard
Director Godin
Director Klimek

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

13. REVIEW AND TAKE ACTION ON RECOMMENDATION FOR A MARKETING CONSULTANT

A Motion to authorize CEO to sign a one year contract with Rebel Interactive Group was made by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

14. ADJOURNMENT

A Motion to adjourn the meeting at 7:12 p.m. was made by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:

[Signature]

Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

June 20, 2017
Date

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