Minutes of the Regular Meeting
of the Bristol Housing Authority

January 17, 2017
Cambridge Park Community Room

The Regular Meeting of the Housing Authority of the City of Bristol was held on
Tuesday, January 17, 2017, at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 6:32 p.m. and upon roll call, the
following answered present:

1. ROLL CALL

Present:  Absent:
Chair Bouffard
Vice-Chair Klemyk
Commissioner Schaffrick
Commissioner Godin
Commissioner Thyme

Note: City Liaison was excused.

Also present: Mitzy Rowe, Chief Executive Officer, Lydia Rodriguez, Executive
Assistant, Melissa Green, Deputy Director/Director of HCV Program, Sharon Oquendo,
Director of Public Housing, Dan Rafaniello, Director of Finance, Carl Johnson, Director
of Capital Fund, Marilyn Rivera, Senior Property Manager, Laura Lamar, Property
Manager, Sherley Roman, Property Manager, Beatrice Nieves, Property, Evalyn
McMahon, HR and Finance Manager, Jason Valentine, Project Manager, Yvonne Tirado,
Special Projects and Procurement Manager, and Joseph Daniel, Bookkeeper.
2. **PUBLIC PARTICIPATION**

There was no public participation.

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

   A. Regular Board Meeting: November 15, 2016
   B. Special Meeting: December 8, 2016
   C. Special Meeting: December 13, 2016
   D. Special Meeting: January 7, 2017

A Motion was to approve the minutes by Commissioner Schaffrick, Seconded by Commissioner Thyme.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

4. **STAFF REPORTS FOR JANUARY 2017:**

   A. CHIEF EXECUTIVE OFFICER REPORT
   B. CAPITAL FUND DIRECTOR REPORT
   B.1 PROJECT MANAGER MONTHLY REPORT- ZBIKOWSKI PARK PHASE X
   C. DEPUTY DIRECTOR/DIRECTOR OF HCV PROGRAM REPORT
   D. AMP 1 – SENIOR PROPERTY MANAGER REPORT
   E. AMP 2 – DIRECTOR OF PUBLIC HOUSING REPORT
   F. AMP 3 – PROPERTY MANAGER REPORT
   G. CONGREGATE LEASING MANAGER REPORT
   H. ZBIKOWSKI PARK MR – PROPERTY MANAGER REPORT

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

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**
5. **BOARD COMMITTEE REPORTS FOR DECEMBER 2016 AND JANUARY 2017:**

   A Motion was made by to accept the financials as read, until audited, Commissioner Schaffrick, Seconded by Commissioner Godin.

   There being no further discussion.

   **UNANIMOUS VOTE, MOTION CARRIED**

6. **LIST OF INVOICES AND FINANCIALS REPORTS**

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

   There being no further discussion.

   **UNANIMOUS VOTE, MOTION CARRIED**

7. **REVIEW AND TAKE ACTION RESOLUTION #1287 TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 12/31/2016; FEDERAL $7,057.69; STATE $5,516.05; LIHTC $1,312; HCV PROGRAM $0.00.**

   A Motion was made to waive the reading, approve Resolution #1287 and attach it to the minutes by Commissioner Schaffrick, Seconded by Commissioner Godin.

   **RESOLUTION #1287**

   **RESOLUTION #1287 TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 12/31/2016; FEDERAL $7,057.69; STATE $5,516.05; LIHTC $1,312; HCV PROGRAM $0.00**

   WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal $7,057.69; State $5,516.05; LIHTC $1,312.00; HCV Program $0.00

   "Designated High Performer by HUD for 2015"
   The Bristol Housing Authority is an Equal Opportunity Affirmative Action Employer
BE IT THEREFORE RESOLVED that the amount of Federal $7,057.69;
State $5,516.05; LIHTC $1,312.00; HCV Program $0.00 will be written off as of
12/31/2016.

January 17, 2017
Date
Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority
Seal:

ROLL CALL

Ayes:  
Chair Bouffard
Vice-Chair Klemek
Commissioner Schaffrick
Commissioner Godin
Commissioner Thyme

Nayes:

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

8. OLD/NEW BUSINESS

There was no old/new business discussion.

9. ADJOURNMENT

A Motion to adjourn the meeting was made at 6:37 p.m. by Commissioner Schaffrick,
Seconded by Commissioner Thyme.

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There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:

[Signature]

Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

February 21, 2017
Date

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