Minutes of the Regular Meeting
of the Bristol Housing Authority

February 21, 2017
Cambridge Park Community Room

The Regular Meeting of the Housing Authority of the City of Bristol was held on Tuesday, February 21, 2017, at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 6:55 p.m. and upon roll call, the following answered present:

1. ROLL CALL

Present:
Chair Bouffard
Vice-Chair Klemlyk
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Absent:

Note: City Liaison was absent.

Also present: Mitzy Rowe, Chief Executive Officer, Sal Vitrano, General Counsel, 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, and Joseph Daniel, Bookkeeper.

2. PUBLIC PARTICIPATION

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Clayton Morgan, a tenant at Komanetsky is requesting the use of Cambridge Park Community Room to hold Sunday services for the Salvation Army. The Vice-Chair Klimek advised him to have the Salvation Army put a formal request in writing.

Mr. Morgan briefly discussed meals being provided at properties, the CEO advised that the meals provided at Komanetsky are from an outside vendor.

3. REVIEW AND APPROVAL OF THE MINUTES:
   A. Regular Board Meeting: February 21, 2017
   B. Special Meeting: February 21, 2017

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

   There being no further discussion.

   UNANIMOUS VOTE, MOTION CARRIED

4. STAFF REPORTS FOR FEBRUARY 2017:
   A. CHIEF EXECUTIVE OFFICER REPORT
   B. CAPITAL FUND DIRECTOR REPORT
   B.1 PROJECT MANAGER MONTHLY REPORT - ZBIKOWSKI PARK PHASE XI
   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 February 2017 by Vice-Chair Klemek, Seconded by Commissioner Godin.

   There being no further discussion.

   UNANIMOUS VOTE, MOTION CARRIED

5. BOARD COMMITTEE REPORTS FOR FEBRUARY 2017:
   A. Tenant Relations
      The Tenant Relations Committee did not have a meeting. The CEO provided a brief

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update that Commissioner Godin attended the RAB meeting and Public Hearing that was held on February 16th.

B. Capital Committee Meeting

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

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

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

Vice-Chair Klemek requested that the list of Invoices and Financial Reports be separate line items on the agenda going forward.

A Motion was made to accept invoices by Vice-Chair Klemek, Seconded by Commissioner Thyme.

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

A Motion was made by to accept the financials as read, Vice-Chair Klemek, Seconded by Commissioner Thyme.

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

7. **REVIEW AND TAKE ACTION ON RESOLUTION #1288 TO APPROVE AUTHORIZED SIGNATORIES FOR AMP 1, AMP 2, STATE PROGRAMS, AND CENTRAL OFFICE ACCOUNTS AT WEBSTER BANK EFFECTIVE FEBRUARY 21, 2017.**

A Motion was made to waive the reading, approve Resolution #1288 and attach it to the minutes by Commissioner Klemek, Seconded by Commissioner Klemek.

**Resolution #1288**

Resolution to approve authorized signatories for escrow accounts for AMP 1, AMP 2,
AMP 3, State Programs and Central Office accounts at Webster Bank effective February 21, 2017, as follows:

WHEREAS, the following individuals are authorized signatories escrow accounts for AMP 1, AMP 2, AMP 3, State Programs and Central Office accounts at Webster Bank effective February 21, 2017.

Chief Executive Officer Mitzy Rowe
Chair Rickey Bouffard
Vice-Chair Gary J. Klemeyk
Director of HCV Program (as Acting Executive Director) Melissa Green

WHEREAS, all checks payments require two signatures.

WHEREAS, the Director of HCV Program is authorized to sign in the absence of the Chief Executive Officer and/or for emergencies when both Commissioners are unavailable.

BE IT THEREFORE RESOLVED, that the above individuals are authorized signatories for escrow accounts for AMP 1, AMP 2, AMP 3, State Programs and Central Office accounts at Webster Bank effective February 21, 2017.

February 21, 2017
Date

Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority

Seal:

ROLL CALL

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

Nayes:

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

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8. REVIEW AND TAKE ACTION ON RESOLUTION #1289 TO ADOPT THE AGENCY PLAN 2017-2021

A Motion was made to waive the reading, approve Resolution #1289 and attach it to the minutes by Commissioner Klimek, Seconded by Commissioner Klemick.

RESOLUTION #1289

In accordance with HUD Notices PIK99-33 and 99-5 (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

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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(c) (1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.


10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

11. The PHA has submitted with 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 1937 and the Contract Work Hours and Safety Standards Act.

16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

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17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
18. 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 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.)
19. 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.
20. 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 21, 2017 and which has not been rescinded or modified in any way whatsoever.”

February 21, 2017
(Date)

Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority

Seal:

ROLL CALL
Ayes:  Nayes:
Chair Bouffard
Vice-Chair Klemlyk
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

There being no further discussion.

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UNANIMOUS VOTE, MOTION CARRIED

9. REVIEW AND TAKE ACTION ON RESOLUTION #1290 TO AMEND THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP)

A presentation was done by BHA Directors and Managers on the changes to the Agency Plan.

A Motion was made to waive the reading, approve Resolution #1290 and attach it to the minutes by Commissioner Godin, Seconded by Commissioner Thyme.

RESOLUTION #1290

RESOLUTION FOR APPROVAL TO AMEND ADMISSION AND CONTINUED OCCUPANCY PLAN 2017-2021

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 2017-2021 for the Bristol Housing Authority.

February 21, 2017

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(Date) Rickey Bouffard, Chairman
Board of
Commissioners Bristol
Housing Authority

Seal:

ROLL CALL
Ayes: Nayes:
Chair Bouffard
Vice-Chair Klemek
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

10. REVIEW AND TAKE ACTION ON RESOLUTION #1291 TO ADOPT THE SECTION 8 ADMINISTRATIVE PLAN

A Motion was made to waive the reading, approve Resolution #1291 and attach it to the minutes by Commissioner Klimek, Seconded by Vice-Chair Klemek.

RESOLUTION #1291

RESOLUTION ADOPTING SECTION 8 ADMINISTRATIVE PLAN 2017-2021

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

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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 2017-2021 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 2017-2021 for the Bristol Housing Authority.

Adopted: February 21, 2017
(Date)

Rickey Bouffard, Chairman
Board of
Commissioners Bristol
Housing Authority

Seal:

ROLL CALL
Ayes: Nayes:
Chair Bouffard
Vice-Chair Klemyk
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

11. REVIEW AND TAKE ACTION ON RESOLUTION #1292 ANNUAL AND FIVE YEAR CAPITAL FUND PLAN 2017-2021

A Motion was made to waive the reading, approve Resolution #1292 and attach it to the minutes by Commissioner Godin, Seconded by Commissioner Thyme.

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RESOLUTION #1292

RESOLUTION FOR APPROVAL TO AMEND ANNUAL AND FIVE YEAR
CAPITAL FUND PLAN 2017-2021

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 2017 Capital Fund Program Annual Plan is a Component of the 2017 Capital Fund Five Year Action Plan;

WHEREAS, the 2017 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 2017-2021 for the Bristol Housing Authority.

February 21, 2017
(Date)

Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority

Seal:

ROLL CALL
Ayes: Rickey Bouffard
Chair Bouffard
Vice-Chair Klemayk
Commissioner Godin

Nayes:

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Commissioner Thyme
Commissioner Klimek

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

12. REVIEW AND TAKE ACTION ON RESOLUTION #1293 TO ADOPT THE FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN 2017

A Motion was made to waive the reading, approve Resolution #1293 and attach it to the minutes by Commissioner Klimek, Seconded by Vice-Chair Klemyk.

RESOLUTION #1293

RESOLUTION ADOPTING FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN FY 2017-2021

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 Family Self Sufficiency Action Plan FY 2017-2021 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 2017-2021 for the Bristol Housing Authority.

February 21, 2017

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ROLL CALL
Ayes:
Chair Bouffard
Vice-Chair Klemyk
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

Nayes:

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

13. REVIEW AND TAKE ACTION ON RESOLUTION #1294 TO ADOPT THE
SECTION 8 HOMEOWNERSHIP ACTION PLAN 2017

A Motion was made to waive the reading, approve Resolution #1294 and attach it to the
minutes by Commissioner Klimek, Seconded by Vice-Chair Klemyk.

RESOLUTION #1294

RESOLUTION ADOPTING SECTION 8, SECTION 8 HOMEOWNERSHIP
ACTION
PLAN FY 2017-2021

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;

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AND WHEREAS, the Section 8 Homeownership Program Action Plan FY 2017-2021 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 2017-2021 for the Bristol Housing Authority.

Adopted: February 21, 2017
(Date)
Rickey Bouffard, Chairman
Board of Commissioners Bristol Housing Authority

Seal:

ROLL CALL
Ayes: Nayes:
Chair Bouffard
Vice-Chair Klimek
Commissioner Godin
Commissioner Thyme
Commissioner Klimek

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

14. REVIEW AND TAKE ACTION ON RFP FOR SCHOLAR PAINTING AND RESTORATION, LLC

The Director of Capital Funds discussed the RFP process, and recommended Scholar Painting and Restoration; affordable and less expensive than other bids, also a minority owned business, references were checked. This would be for labor and materials only. BHA to purchase paint at state pricing. An initial two-year contract, with option to extend one year, up to five years.

A Motion was made to enter into contract with Scholar Painting and Restoration, LLC by Commissioner Klimek and Seconded by Commissioner Thyme.

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There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

15. OLD/NEW BUSINESS

Chair Bouffard will update the Commissioner Committee Assignments to distribute at next meeting.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

16. ADJOURNMENT

A Motion to adjourn the meeting was made at 8:07 p.m. by Vice-Chair Klemek, Seconded by Commissioner Thyme.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

Approved and Certified for Filing:

[Signature]

Mitzy Rowe  
Chief Executive Officer  
Bristol Housing Authority

March 21, 2017  
Date

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