



**Housing Authority Of The City Of Bristol  
164 Jerome Avenue – Bristol, CT 06010**

Chief Executive Officer  
Mitzy Rowe

Phone: (860) 582-6313  
Fax: (860) 585-6033  
TDD: (860) 584-1565  
Website: www.bristolhousing.org

Board of Commissioners  
Rickey Bouffard, Chair  
Gary J. Klemyk, Jr., Vice-Chair  
David R. Godin  
Andrew D. Thyme  
Greg Klimek

---

**Minutes of the Special Meeting of the  
Housing Authority of the City of Bristol**

**November 14, 2017  
Cambridge Park Community Room – 164 Jerome Avenue**

Chair Bouffard called the meeting to order at 7:12 p.m.

**1. Roll Call**

**Present:**

Rickey Bouffard, Chair  
Gary J. Klemyk, Jr., Vice-Chair  
David Godin, Tenant Commissioner  
Andrew D. Thyme, Commissioner  
Greg Klimek, Commissioner

**Absent:**

Anthony D’Amato, City Liaison

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; Beatrice Nieves, Property Manager; Laura LaMar, Property Manager; Sherley Roman, Property Manager; Minnie Sanchez, 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**

Vice-Chair Klemyk moved to accept the minutes of the October 17, 2017 Regular Meeting, and the motion was seconded by Commissioner Klimek.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

Vice-Chair Klemyk moved to accept the minutes of the November 1, 2017 Personnel Committee Special Meeting, and the motion was seconded by Commissioner Klimek.



There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

**4. Staff Reports for November 2017**

- 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**

Commissioner Klimek moved that the Board approve the staff reports for November 2017, and Vice-Chair Klemyk seconded the motion.

The General Counsel reported on a conference call with HUD which took place two weeks previous. He was informed by the HUD representative that the agency might look favorably on and possibly accept a Carabetta re-submission for a 9% tax credit.

The CEO congratulated the Deputy Director/Director of Housing Choice Voucher Program for BHA having received high-performance status from the HUD Section Eight Management Assessment Program (SEMAP).

The CEO mentioned that the Vice-Chair had earlier suggested that the Director of Finance submit a financial report for each monthly regular board meeting. The Board agreed it should be done.

The CEO introduced Herminia (Minnie) Sanchez who began as AMP3 Property Manager on October 21, 2017. Ms. Sanchez was present at this meeting and was congratulated by the Board.

The CEO informed the Board that the staff had requested that she allow all BHA staff to take a one-half day PTO on December 22, 2017 and December 29, 2017 in order to extend the two already half-day holidays into full days off with the office closed. She stated that she would approve if the Board approves. The Board unanimously expressed its agreement.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

**5. Board Committee Reports**

Personnel Committee Chair Klemyk reported that the Personnel Committee met on November 1, 2017 and that the meeting consisted solely of one executive session.

**6. Review and Take Action on List of Invoices**

Commissioner Klimek moved to accept the List of Invoices for October 2017, and the motion was seconded by Vice-Chair Klemyk.

There being no further discussion



**UNANIMOUS VOTE, MOTION CARRIED**

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

Vice-Chair Klemyk moved to accept the Financial Reports for September 2017 as read until audited, and the motion was seconded by Commissioner Klimek.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

**8. Review and Approval of the 2018 Regular Board Meeting Schedule**

Vice-Chair Klemyk moved to accept the 2018 Regular Board Meeting Schedule as amended by removing the July 17, 2018 meeting, and the motion was seconded by Commissioner Klimek.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

<b>MONTH 2018</b>	<b>DATE(S)</b>	<b>TIME &amp; PLACE OF MEETING</b>
JANUARY	16	Cambridge Park Community Room @ 6:30 p.m.
FEBRUARY	20	Cambridge Park Community Room @ 6:30 p.m.
MARCH	20	Cambridge Park Community Room @ 6:30 p.m.
APRIL	17	Cambridge Park Community Room @ 6:30 p.m.
MAY	15	Cambridge Park Community Room @ 6:30 p.m.
JUNE	19	Cambridge Park Community Room @ 6:30 p.m.
<del>JULY</del>	<del>17</del>	<del>Cambridge Park Community Room @ 6:30 p.m.</del>
AUGUST	21	Cambridge Park Community Room @ 6:30 p.m.
SEPTEMBER	18	Cambridge Park Community Room @ 6:30 p.m.
OCTOBER	16	Cambridge Park Community Room @ 6:30 p.m.
NOVEMBER	20	Cambridge Park Community Room @ 6:30 p.m.
DECEMBER	18	Cambridge Park Community Room @ 6:30 p.m.

Note: Locations of meetings subject to change by the Chair Commissioner.

**9. Executive Session to Discuss Personnel Matters**

At 7:40 p.m. Commissioner Klimek moved that the Board enter executive session inviting the CEO to discuss personnel 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 7:55 p.m.

**10. Any Action Resulting from Executive Session**

Vice-Chair Klemyk moved to approve the proposed salary adjustments as presented by the CEO for Melissa Green, Sharon Oquendo, and Yvonne Tirado and to transfer Joseph Daniel and Minnie Sanchez to work for The Housing Authority of the City of Bristol as presented by the CEO.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

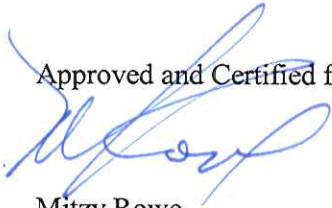
**11. Adjournment**

Commissioner Godin made a motion to adjourn the meeting at 7:58 p.m., and the motion was seconded by Vice-Chair Klemyk.

There being no further discussion

**UNANIMOUS VOTE, MOTION CARRIED**

Approved and Certified for Filing:



Mitzy Rowe  
Chief Executive Officer  
Bristol Housing Authority

Date: January 16, 2018