



HOUSING AUTHORITY OF THE CITY OF BRISTOL
164 JEROME AVENUE - BRISTOL, CT 06010

Chief Executive Officer
Mitzy Rowe

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

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

**September 19, 2017
Cambridge Park Community Room**

The Regular Meeting of the Housing Authority of the City of Bristol was held on Tuesday, September 19, 2017 at the Cambridge Park Community Room.

Vice-Chair Klemyk called the meeting to order at 6:49 p.m. and upon roll call, the following answered present:

1. ROLL CALL

Present:

Vice-Chair Gary Klemyk
Commissioner David Godin
Commissioner Andrew D. Thyme
Commissioner Greg Klimek

Absent:

Chair Rickey Bouffard

Also present: Mitzy Rowe, Chief Executive Officer, Christine Yuschak, Executive Assistant, Sal Vitrano, General Counsel, Melissa Green, Deputy Director/Director of HCV Program, Carl Johnson, Director of Capital Funds, Joseph Daniel, Director of Finance, Sharon Oquendo, Director of Public Housing, Sherley Roman, Property Manager, Beatrice Nieves, Property Manager, Laura LaMar, Property Manager.

"Designation High Performer by HUD for 2016"
The Bristol Housing Authority is an Equal Opportunity Affirmative Action Employer



2. PUBLIC PARTICIPATION

There was no public participation.

3. REVIEW AND APPROVAL OF THE MINUTES

A. Special Board Meeting: August 16, 2017

A Motion was made to approve the minutes of the Special Board Meeting on August 16, 2017 by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion,

UNANIMOUS VOTE, MOTION CARRIED

4. STAFF REPORTS FOR SEPTEMBER 2017

- A. CHIEF EXECUTIVE OFFICER REPORT**
- B. DIRECTOR OF CAPITAL FUNDS REPORT**
- C. DEPUTY DIRECTOR/DIRECTOR OF HCV 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**

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

The CEO mentioned a prospective Property Manager, she said they would review salary and benefits in executive session.

The CEO mentioned that the agency audit will take place in November, they will prepare report. She also stated that the Board would receive August financials this week.

The CEO mentioned that we are planning the Zbikowski Park Ribbon Cutting ceremony and we are waiting on the Governor's availability to schedule the date.

General Counsel Vitrano sent a 2nd letter to HUD regarding Meriden Housing Authority. Jennifer Gottlieb, Program Center Coordinator, Hartford Field Office, called and said it's not an issue with HUD but the State is investigating. They are also awaiting a response from HUD Washington.

Vice-Chair Klemyk asked the Director of Capital Funds about the painting contractor. He explained that we received two bids; the first one was a one-man show, second is from Pinnacle Maintenance, LLC. He went on to say that the current painter wasn't doing a good

job and notice was sent to him by General Counsel Vitrano. For the interim we are using Pinnacle Maintenance, LLC since they were the lowest bidder.

There being no further discussion,

UNANIMOUS VOTE, MOTION CARRIED

5. BOARD COMMITTEE REPORTS

Vice-Chair Klemyk stated that 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 July financial reports as presented until audited by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion,

UNANIMOUS VOTE, MOTION CARRIED

8. REVIEW AND TAKE ACTION ON REQUEST FROM THE BRISTOL BOYS & GIRLS CLUB

The CEO stated that an answer is needed from the Board in regard to their request for funding. The Board's concern was if programs at the Cambridge Park unit would be cut if they vote to give \$15,000 instead of the \$40,000 they initially requested. The CEO said that they did not say they would cut programs and the only condition would be the money would have to be used at our site. The Board wanted a guarantee along with a per child cost. Commissioner Thyme also stated that we should send a report along with the donation which lists all costs paid yearly by BHA to run the Cambridge Park unit.

Vice-Chair Klemyk made a Motion to donate \$15,000, Seconded by Commissioner Klimek.

There being no further discussion,

UNANIMOUS VOTE, MOTION CARRIED

9. REVIEW AND TAKE ACTION ON UNION CONTRACT 2017 - 2020

A Motion was made by Vice-Chair Klemyk to approve the Union Contract 2017-2020, Seconded by Commissioner Klimek.

There being no further discussion,

UNANIMOUS VOTE, MOTION CARRIED

10. EXECUTIVE SESSION TO DISCUSS: CAMBRIDGE PARK DEVELOPMENT AGREEMENT TERMS AND CONDITIONS AND PERSONNEL MATTERS

The Board entered into Executive Session at 7:25 p.m. and the Board requested that the CEO and General Counsel be present.

11. ANY ACTION RESULTING FROM THE EXECUTIVE SESSION

12. NEW/OLD BUSINESS

13. 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:



Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: October 17, 2017