



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 Thyme  
Greg Klimek

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**DRAFT**

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

**June 20, 2017  
Cambridge Park Community Room**

The Regular Meeting of the Housing Authority of the City of Bristol was held on Tuesday, June 20, 2017 at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 6:30 p.m. and upon roll call, the following answered present:

**1. ROLL CALL**

**Present:**

Chair Bouffard  
Vice-Chair Klemyk  
Commissioner Godin  
Commissioner Thyme

**Absent:**

Note: Commissioner Klimek arrived at 6:55 p.m.  
City Liaison was absent.

Also present: Mitzy Rowe, Chief Executive Officer, Sal Vitrano, General Counsel, Melissa Green, Deputy Director/Director of HCV Program, Sharon Oquendo, Director of Public Housing, Joseph Daniel, Director of Finance, Marilyn Rivera, Senior Property Manager, Laura Lamar, Property Manager, Sherley Roman, Property Manager, Beatrice Nieves, Property Manager and Attorney William Ryan, Labor Counsel.

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## **2. PUBLIC PARTICIPATION**

There was no public participation.

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

- A. Special Board Meeting: May 23, 2017**
- B. Special Meeting: June 6, 2017**

A Motion was made to approve the minutes for the Special Board Meeting on May 23, 2017 and the Special Meeting on June 6, 2017 by Commissioner Thyme, Seconded by Vice-Chair Klemyk.

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**
- 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 June 2017 by Commissioner Thyme, Seconded by Vice-Chair Klemyk.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

## **5. BOARD COMMITTEE REPORTS FOR JUNE 2017**

Chair Bouffard 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 Thyme, Seconded by Vice-Chair Klemyk.

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 Godin, Seconded by Vice-Chair Klemyk.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

**8. REVIEW AND TAKE ACTION ON LEASE AGREEMENT WITH RICOH USA, INC FOR COPIER EQUIPMENT AND MAINTENANCE AT CENTRAL OFFICE, D.J. KOMANETSKY ESTATES, BONNIE ACRES AND J.F. KENNEDY OFFICES**

The CEO stated that this is to replace the old copiers. She went on to say that we re-negotiated our price and we will be on the state contract which will reduce our costs. Attorney Vitrano said this is a 5-year contract which he had reviewed.

A Motion was made to approve the lease agreement with Ricoh USA, Inc. for copier equipment and maintenance at central office, D.J. Komanetsky Estates, Bonnie Acres and J.F. Kennedy offices by Vice-Chair Klemyk, Seconded by Commissioner Thyme.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

A Motion was made to move Item #10 to Item #9 by Vice-Chair Klemyk, Seconded by Commissioner Godin.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**



**10. EXECUTIVE SESSION TO DISCUSS UNION CONTRACT NEGOTIATIONS**

A motion was made to enter into Executive Session and invite the CEO and Labor Counsel at 6:40 p.m. by Vice-Chair Klemyk, seconded by Commissioner Godin.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

Executive Session ended at 6:58 p.m. No votes were taken.

**11. ANY ACTION RESULTING FROM EXECUTIVE SESSION**

No action was taken.

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

Michael Suchopar, Chief Professional Officer from the Bristol Boys & Girls Club review their program and needs. He requested that the Bristol Housing Authority contribute \$40,000 to the BB&GC. There was a discussion. Mr. Suchopar will provide additional information for consideration.

There being no further discussion. No action was taken.

**12. OLD/NEW BUSINESS**

None

**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**

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Approved and Certified for Filing:

Mitzy Rowe  
Chief Executive Officer  
Bristol Housing Authority

June 20, 2017  
Date

