



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

**May 23, 2017
Cambridge Park Community Room**

The Special Meeting of the Housing Authority of the City of Bristol was held on Tuesday, May 23, 2017 at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 6:43 p.m. and upon roll call, the following answered present:

1. ROLL CALL

Present:

Chair Bouffard
Commissioner Godin
Commissioner Klimek

Absent:

Vice-Chair Klemyk
Commissioner Thyme

Note: City Liaison was absent.

Also present: Mitzy Rowe, Chief Executive Officer, Maritsa Zupka, Executive Assistant, Sal Vitrano, General Counsel, Melissa Green, Deputy Director/Director of HCV Program, Sharon Oquendo, Director of Public Housing, Carl Johnson, Director of Capital Fund, Joseph Daniel, Director of Finance, Marilyn Rivera, Senior Property Manager, Laura Lamar, Property Manager, Sherley Roman, Property Manager, Beatrice Nieves, Property Manager and Andrew Remus, Auditor for Guyder Hurley, P.C.

2. PUBLIC PARTICIPATION

There was no public participation.

A Motion was made to move Item #8 to Item #4 by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

3. REVIEW AND APPROVAL OF THE MINUTES

- A. Regular Board Meeting: April 18, 2017
- B. Personnel Committee Meeting: April 24, 2017
- C. Budget Workshop Meeting: April 24, 2017

A Motion was made to approve the minutes for the Regular Board Meeting on April 18, 2017 by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

A Motion was made to approve the minutes for the Personnel Committee Meeting on April 24, 2017 by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

A Motion was made to approve the minutes for the Budget Workshop Meeting on April 24, 2017 by Commissioner Godin, Seconded by Commissioner Klimek.

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

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- 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 May 2017 by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

5. BOARD COMMITTEE REPORTS FOR MAY 2017

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 financials reports as presented until audited by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

8. REVIEW OF THE 2016 BHA AUDIT REPORT BY ANDREW REMUS FROM GUYDER HURLEY, P.C.

Auditor Andrew Remus from Guyder Hurley, P.C. reviewed the audit report with the Board.

A Motion was made to accept the 2016 BHA Audit Report by Commissioner Klimek, Seconded by Commissioner Godin.



There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

9. REVIEW AND TAKE ACTION ON RESOLUTION #1296 AUTHORIZING THE APPROVAL OF THE OPERATING BUDGET FOR THE FEDERAL HOUSING RENTAL PROGRAM FOR AMP1, AMP2, AMP3, CENTRAL OFFICE AND HOUSING CHOICE VOUCHER

A Motion was made to waive the reading, approve Resolution #1296 and attach it to the minutes by Director Klimek, Seconded by Director Godin.

RESOLUTION #1296

RESOLUTION AUTHORIZING THE APPROVAL OF THE OPERATING BUDGET FOR THE FEDERAL HOUSING RENTAL PROGRAM FOR AMP1, AMP2, AMP3, CENTRAL OFFICE, AND HOUSING CHOICE VOUCHER

WHEREAS, the U.S. Department of Housing and Urban Development requires that annually the Federal CT-023 Budgets be revised and that they shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that revisions of the Federal Program Budgets are necessary to meet the requirements of the Program, and

BE IT THEREFORE RESOLVED, that the Federal Budgets as presented and attached for Number CT-023 be approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plans shall become effective only after July 1, 2017 and implemented thereafter with a time schedule provided by law.

May 23, 2017

Dated

**Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority**

Seal:

ROLL CALL

Ayes:

**Chair Bouffard
Director Godin
Director Klimek**

Naves:

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There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

10. REVIEW AND TAKE ACTION ON RESOLUTION #1297 AUTHORIZING MANAGEMENT PLAN AND SERVICES BUDGET FOR THE CONGREGATE HOUSING RENTAL PROGRAM FOR D. J. KOMANETSKY ESTATES C-14 TO BE SUBMITTED TO THE STATE OF CONNECTICUT. DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

A Motion was made to waive the reading, approve Resolution #1297 and attach it to the minutes by Director Klimek, Seconded by Director Godin.

RESOLUTION #1297

RESOLUTION AUTHORIZING MANAGEMENT PLAN AND SERVICES BUDGET FOR THE CONGREGATE HOUSING RENTAL PROGRAM FOR D. J. KOMANETSKY ESTATES C-14 TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Dimitry J. Komanetsky Estates, Project Number C-14 is approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut, Department of Housing and the Connecticut Housing Finance Authority for their approval, and

BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

May 23, 2017
Date

Rickey Bouffard, Chair
Board of Commissioners
Bristol Housing Authority

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Seal:

ROLL CALL

Ayces:

Chair Bouffard
Director Godin
Director Klimek

Naves:

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

11. REVIEW AND TAKE ACTION ON RESOLUTION #1298 AUTHORIZING MANAGEMENT PLAN FOR THE SECTION 8 RENTAL PROGRAM FOR PROJECTS ZBIKOWSKI PARK M8 AND MOUNTAIN LAUREL MANOR E-139-L TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

A Motion was made to waive the reading, approve Resolution #1298 and attach it to the minutes by Director Klimek, Seconded by Director Godin.

RESOLUTION #1298

RESOLUTION AUTHORIZING MANAGEMENT PLAN FOR THE SECTION 8 RENTAL PROGRAM FOR PROJECTS ZBIKOWSKI PARK M8 AND MOUNTAIN LAUREL MANOR E-139-L TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Mountain Laurel Manor and Zbikowski Park M-8 and Projects Numbered E-139-L, approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut Department of Housing and the Connecticut Housing Finance Authority for their approval, and



BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

May 23, 2017

Date

**Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority**

Seal:

ROLL CALL

Aves:

Chair Bouffard
Director Godin
Director Klimek

Naves:

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

12. REVIEW AND TAKE ACTION ON RESOLUTION #1299 TO APPROVE THE RATE-CONSUMPTION REPORT ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES FOR THE HOUSING CHOICE VOUCHER PROGRAM AND PUBLIC HOUSING

A Motion was made to waive the reading, approve Resolution #1297 and attach it to the minutes by Director Klimek, Seconded by Director Godin.

RESOLUTION #1299

Resolution to approve the Rate-Consumption Report Allowance for Tenant-Furnished Utilities and Other Services for the Housing Choice Voucher and Public Housing Programs

WHEREAS, the Bristol Housing Authority received the utility allowances listed below for Heating, Cooking, Other Electric and Water Heating;

BE IT THEREFORE RESOLVED, that the Bristol Housing Authority implement the following utility allowances beginning July 1, 2017.



Locality: Bristol Housing Authority	Connecticut Department of Housing HCV Utility Schedule				Date: 07/01/2017	
Unit Type	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Mobile Home (Manufactured Home)*						
a. Coal	29	35	51	61	71	
b. Bottle Gas	70	85	114	133	158	
c. Oil	65	80	95	113	135	
High Rise with Elevator						
a. <u>Natural Gas</u>	21	44	56	68	75	82
b. <u>Oil</u>	50	63	83	100	108	118
c. <u>Electric</u>	46	62	85	108	132	145
d. <u>Propane</u>	44	63	97	116	145	160
Row House/Garden Apt. (Rowhouse/Townhouse) *						
2-3 Family Duplex						
Semi-Detached	27	50	62	75	87	96
a. Natural Gas	62	77	104	120	147	162
b. Electric	65	75	102	126	145	160
c. Bottle Gas	55	73	90	108	125	138
d. Oil						
Single Family Detached						
a. Natural Gas	40	60	70	81	100	110
b. Electric	74	93	124	139	163	179
c. Bottle Gas	73	97	121	141	170	187
d. Oil	75	88	100	118	146	161
Unit Type	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
All Unit Types - Cooking						
a. Natural Gas	6	8	10	13	16	18
b. Electric	11	13	16	21	24	27
c. Bottle Gas	10	12	17	22	27	32
All Unit Types - Electricity	34	42	54	62	74	95
All Unit Types - Water Heat						
a. Natural Gas	16	19	26	39	52	57
b. Electric	47	57	65	73	81	89
c. Bottle Gas	22	32	44	61	78	85
d. Oil	18	28	38	55	73	90
Range (Tenant Owned)	2	2	3	3	4	4
Refrigerator (Tenant Owned)	3	3	3	3	4	4

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May 23, 2017

Date

Rickey Bouffard, Chairman
Board of Commissioners
Bristol Housing Authority

Seal:

ROLL CALL

Ayes:

Chair Bouffard
Director Godin
Director Klimek

Naves:

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

13. REVIEW AND TAKE ACTION ON RECOMMENDATION FOR A MARKETING CONSULTANT

A Motion to authorize CEO to sign a one year contract with Rebel Interactive Group was made by Commissioner Godin, Seconded by Commissioner Klimek.

There being no further discussion.

UNANIMOUS VOTE. MOTION CARRIED

14. 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

June 20, 2017
Date

