



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 Housing Authority of the City of Bristol
August 16, 2017
Cambridge Park Community Room**

The Special Meeting of the Housing Authority of the City of Bristol was held on Wednesday, August 16, 2017 at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 4:35 p.m. and upon roll call, the following answered present:

1. ROLL CALL

Present:

Chair Bouffard
Vice-Chair Klemyk
Commissioner Godin
Commissioner Klimek

Absent:

Commissioner Thyme

Note: City Liaison was absent.

Also present: Mitzy Rowe, Chief Executive Officer, Sal Vitrano, General Counsel, Melissa Green, Deputy Director/Director of HCV Program, Carl Johnson, Director of Capital Funds, Sharon Oquendo, Director of Public Housing, Joseph Daniel, Director of Finance, Marilyn Rivera, Senior Property Manager, Laura Lamar, Property Manager, Beatrice Nieves, Property Manager and Evalyn McMahon, HR & Finance Manager.

2. PUBLIC PARTICIPATION

There was no public participation.

3. REVIEW AND APPROVAL OF THE MINUTES

“Designation High Performer by HUD for 2016”

The Bristol Housing Authority is an Equal Opportunity Affirmative Action Employer



- A. Regular Board Meeting: June 20, 2017**
- B. Special Board Meeting: August 1, 2017**

A Motion was made to approve the minutes for the Regular Board Meeting on June 20, 2017 and the Special Meeting on August 1, 2017 by Commissioner Klimek, Seconded by Commissioner Godin.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

4. STAFF REPORTS FOR AUGUST 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 August 1, 2017 by Vice-Chair Klemyk, Seconded by Commissioner Klimek.

The CEO informed the Board that Marilyn Rivera was leaving the agency for a new position and wished her well. She mentioned to the Board that we were having a potluck the next day for her.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard stated that he needed a motion to move agenda item number 10 to 5 and to move agenda item number 11 to 6.

A Motion was made to move agenda item number 10 to 5 and to move agenda item number 11 to 6 by Commissioner Godin, Seconded by Vice-Chair Klemyk.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

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

Michael Suchopar, Chief Professional Officer and Jay Maia, Cambridge Park Unit Director from the Bristol Boys and Girls Club spoke of the programs they provide to the children of Cambridge Park, they explained that out of 134 children they serve, 121 are from Cambridge Park. Mr. Suchopar mentioned that they are in financial trouble and were asking Bristol Housing for \$40,000.

A Motion was made to table this item by Vice-Chair Klemyk, Seconded by Commissioner Klimek.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

11. PRESENTATION BY THE CARABETTA COMPANIES ON RENOVATION PROJECT AT CAMBRIDGE PARK

William Stetson, Eric Polinsky, Helen Muniz and Laura Sklaver from the Carabetta Companies spoke about the RAD application, why we were not awarded the 9% tax credit application and that the financing plan would have to be resubmitted and drawings would have to be amended to include a playground and more landscaping. Mr. Stetson mentioned that RAD requires 1 for 1 replacement which limits how many buildings we can get rid of. Mr. Stetson mentioned that the project would be completed in 4 phases. Chair Bouffard asked for the dates of each phase and Mr. Polinsky said he could provide the Board with the dates.

5. BOARD COMMITTEE REPORTS

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 Vice-Chair Klemyk, Seconded by Commissioner Klimek.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

7. REVIEW AND TAKE ACTION ON FINANCIAL REPORTS

The CEO mentioned that the financials were not ready.

A Motion was made to table the August financials reports by Vice-Chair Klemyk, Seconded by Commissioner Godin.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

8. REVIEW AND TAKE ACTION ON RESOLUTION #1301 LETTER TO HUD

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

9. REVIEW AND TAKE ACTION ON RESOLUTION #1302 TO AMEND SECTION 8 ADMINISTRATIVE PLAN RELATED TO TERMINATION OF LEASE AND CONTRACT DUE TO INSUFFICIENT FUNDING/PROHIBITION OF THE USE OF DOUBLE KEYED DEADBOLTS IN HCV SUBSIDIZED UNITS

A motion was made to enter into Executive Session and invite the CEO and General Counsel at 6:00 p.m. by Vice-Chair Klemyk, seconded by Commissioner Godin.

12. EXECUTIVE SESSION TO DISCUSS:

- Cambridge Park Development Agreement Terms and Conditions.
- Personnel Matters

A motion was made to approve the resolution to accept the latest proposal for the redevelopment of Cambridge Park and to authorize Carabella to move forward.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

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

13. ANY ACTION RESULTING FROM EXECUTIVE SESSION

No action was taken.

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

September 19, 2017
Date