



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

Chief Executive Officer  
Mitzzy 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 Regular Meeting  
of the Bristol Housing Authority**

**January 17, 2017  
Cambridge Park Community Room**

The Regular Meeting of the Housing Authority of the City of Bristol was held on Tuesday, January 17, 2017, at the Cambridge Park Community Room.

Chair Bouffard called the meeting to order at 6:32 p.m. and upon roll call, the following answered present:

**1. ROLL CALL**

**Present:**

Chair Bouffard  
Vice-Chair Klemyk  
Commissioner Schaffrick  
Commissioner Godin  
Commissioner Thyme

**Absent:**

Note: City Liaison was excused.

Also present: Mitzzy Rowe, Chief Executive Officer, Lydia Rodriguez, Executive Assistant, Melissa Green, Deputy Director/Director of HCV Program, Sharon Oquendo, Director of Public Housing, Dan Rafaniello, Director of Finance, Carl Johnson, Director of Capital Fund, Marilyn Rivera, Senior Property Manager, Laura Lamar, Property Manager, Sherley Roman, Property Manager, Beatrice Nieves, Property, Evalyn McMahon, HR and Finance Manager, Jason Valentine, Project Manager, Yvonne Tirado, Special Projects and Procurement Manager, and Joseph Daniel, Bookkeeper.

*"Designated High Performer by HUD for 2015"*  
*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. Regular Board Meeting: November 15, 2016
- B. Special Meeting: December 8, 2016
- C. Special Meeting: December 13, 2016
- D. Special Meeting: January 7, 2017

A Motion was to approve the minutes by Commissioner Schaffrick, Seconded by Commissioner Thyme.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

**4. STAFF REPORTS FOR JANUARY 2017:**

- A. CHIEF EXECUTIVE OFFICER REPORT
- B. CAPITAL FUND DIRECTOR REPORT
- B.1 PROJECT MANAGER MONTHLY REPORT- ZBIKOWSKI PARK  
PHASE X
- 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 LEASING MANAGER REPORT
- H. ZBIKOWSKI PARK MR – PROPERTY MANAGER REPORT

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

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**



**5. BOARD COMMITTEE REPORTS FOR DECEMBER 2016 AND JANUARY 2017:**

A Motion was made by to accept the financials as read, until audited, Commissioner Schaffrick, Seconded by Commissioner Godin. .

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

**6. LIST OF INVOICES AND FINANCIALS REPORTS**

A Motion was made to accept the invoices by Commissioner Schaffrick, Seconded by Commissioner Godin.

There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

**7. REVIEW AND TAKE ACTION RESOLUTION #1287 TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 12/31/2016; FEDERAL \$7,057.69; STATE \$5,516.05; LIHTC \$1,312; HCV PROGRAM \$0.00.**

A Motion was made to waive the reading, approve Resolution #1287 and attach it to the minutes by Commissioner Schaffrick, Seconded by Commissioner Godin.

**RESOLUTION #1287**

**RESOLUTION #1287 TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 12/31/2016; FEDERAL \$7,057.69; STATE \$5,516.05; LIHTC \$1,312; HCV PROGRAM \$0.00**

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**WHEREAS**, this Resolution designates delinquent vacated accounts as uncollectible for Federal \$7,057.69; State \$5,516.05; LIHTC \$1,312.00; HCV Program \$0.00



**BE IT THEREFORE RESOLVED** that the amount of Federal \$7,057.69; State \$5,516.05; LIHTC \$1,312.00; HCV Program \$0.00 will be written off as of 12/31/2016.

January 17, 2017  
Date

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Rickey Bouffard, Chairman  
Board of Commissioners  
Bristol Housing Authority

Seal:

**ROLL CALL**

Ayes:  
Chair Bouffard  
Vice-Chair Klemyk  
Commissioner Schaffrick  
Commissioner Godin  
Commissioner Thyme

Nayes:

There being no further discussion.

**UNANIMOUS VOTE. MOTION CARRIED**

**8. OLD/NEW BUSINESS**

There was no old/new business discussion.

**9. ADJOURNMENT**

A Motion to adjourn the meeting was made at 6:37 p.m. by Commissioner Schaffrick, Seconded by Commissioner Thyme.



There being no further discussion.

**UNANIMOUS VOTE, MOTION CARRIED**

Approved and Certified for Filing:



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Mitzy Rowe  
Chief Executive Officer  
Bristol Housing Authority

February 21, 2017  
Date

