



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

Chief Executive Officer
Mitzy Rowe

Board of Commissioners
Gary J. Klemyk, Jr., Chair
Gary M. Schaffrick, Vice-Chair
David R. Godin
Rickey Bouffard
Andrew Thyme

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**Minutes of the Special Meeting of the
Bristol Housing Authority
January 7, 2017
Cambridge Park Community Room**

A Special Meeting of the Housing Authority of the City of Bristol was held on Saturday, January 7, 2017, at the Residence Inn in Southington.

The meet was called to order at 9:00 a.m., and upon roll call, the following answered present:

1. ROLL CALL

Present:

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

Absent:

Also, present: Mitzy Rowe, CEO, and Lisa Cofton, Facilitator.

2. REVIEW AND DISCUSS CAMBRIDGE PARK

Vice-Chair Schaffrick recommended to add another phase, eliminate buildings to increase space, and have more green areas and trees.

Vice-Chair Schaffrick to inquire from General Counsel if BHA office building and community building share the same power grid, and should it be separate? Also, if the office building and community room parcel was recorded with the City. If we could issue our own bonds if needed.

There being no further discussion.

UNANIMOUS VOTE, MOTION CARRIED

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3. REVIEW AND DISCUSS NON-PROFIT

Commissioner Thyme recommended to add two more agents/brokers to work with Country Manor Realty. He provided the information for one agent.

Vice Chair Schaffrick request to contact Thomaston Bank and Commissioner Thyme suggested to contact Nutmeg Credit Union about products they offer regarding investments, to gather proposals.

CEO provided a status of activities for Winslow. CEO stated that we met with representatives from Plymouth to review partnership options. They will schedule future meetings with us.

The Board requested to get a marketing company to do a website, ads, brochures. Facilitator suggested that marketing company have knowledge of social media and mobile access.

CEO discussed speaking with New Castle and General Counsel regarding a feasibility study on an elderly project with daycare, building next to Komenetsky. She stated that we could partner with a hospital, Vice-Chair suggested Hartford Hospital.

4. REVIEW AND DISUCSS TRAVEL EXPENSES

There was a discussion on travel expenses. Vice-Chair Schaffrick recommended to split the cost of Commissioner trainings with BNDC. CEO will provide proposed budget for commissioners and status on monthly reports. She will also provide information on training recommended to the Board.

5. WORKSHOP ON BHA GOALS

Lisa Cofton, Facilitator started the workshop.

Vice-Chair Schaffrick would like a survey done to vendors, as how we are perceived in community, a method could be using Survey Monkey.

(See chart on next page)



BHA Mission

Create Opportunities For Affordable Housing In A Suitable Living Environment And Promote Self Sufficiency Within Each Community.

Short Term (24 months)	Long Term (3-5 years)	Interim
1. Investment Accounts	1. BNDC Momentum- New Income Creation	1. Agency Plan 5 Years a. Operations-ongoing b. Closing Zibby- Ongoing
2. Name Changes a. Greater Rockwell Communities b. Rockwell Communities	2. Cambridge Park 3-4 Phases	2. City Cons Plan
3. Union Negotiations	3. Operating Central Office	3. Quarterly Reports
4. Budgets	4. 62 Elderly/Komenetsky	4. Budgets
5. Winslow Prosperities “Up”	5. Staffing Management	5. Union Negotiations
6. Cambridge Park Phase I	6. CEO- Renegotiate Contract in 2 years	6. Investments
7. 55 & Older New Opportunities	7. Legal Counsel?	7. Winslow
o Reporting Credit Score	8. 360 Review Outside (Survey Company)	o Cambridge Park Phase 1- Ongoing
o Zibby Deal	9. Open Section 8 Waitlist	o Employee Lawsuit- Ongoing
o Shovel Ready Projects	10. New Capital Improvements	
	o 55 & Older Up and Running	

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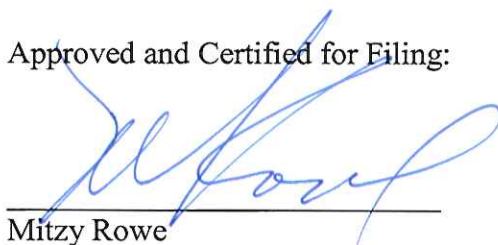
Short Term 24 Months	Deadline
1. Investment Accounts	3/31
2. Name Changes a. Greater Rockwell Communities b. Rockwell Communities	12/31
3. Union Negotiations	6/30
4. Budgets	4/15
5. Winslow Prosperities "Up"	6/30
6. Cambridge Park Phase I	4/1
7. 55 & Older New Opportunities	?
o Ready When Happens:	
o Credit Reporting	
o Zibby Deal	
o Shovel Ready -\$	

Another Board Retreat will be scheduled for June 2017. The BHA staff will be invited for a portion of meeting the remainder of the retreat will be for the Board.

6. ADJOURNMENT

A Motion to adjourn the meeting was made at 12:30 p.m. by Vice-Chair Schaffrick, Seconded by Commissioner Godin.

Approved and Certified for Filing:



Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

January 17, 2017
Date

