

**MINUTES OF A MEETING OF THE  
TOWN OF BRISTOL HOUSING AUTHORITY**

A regular meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on April 10, 2025. The Chairman called the meeting to order at 10:00 a.m. and upon roll call those answering Present were as follows:

<b>PRESENT</b>	<b>ABSENT</b>
Edward J. Correia, Chairman	None
Pasquale D'Alessio, Vice Chairman	
Helen C. Barboza, Commissioner	
Donna St.Angelo, Commissioner	
Michael Mello, Commissioner	
Candace Pansa, Executive Director	
James Silva, Deputy Director	

The Chairman led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Barboza and seconded by Commissioner Mello to dispense with the reading of the minutes of the February 13, 2025, meeting. Upon roll call those answering Aye and Nay were as follows:

<b>AYE</b>	<b>NAY</b>
Edward J. Correia	
Pasquale D'Alessio	None
Helen C. Barboza	
Donna St.Angelo	
Michael Mello	

The Maintenance Supervisor reported on the status of rehabbing empty units. The FOB project is continuing the tenants are very pleased. Most buildings are completed at this time. Walk in showers currently installed were checked by an environmental company. The Supervisor reported landscaping on the grounds at BCM will begin shortly.

The Executive Director reported that a VMS system will be implemented. She also reported we are in a shortfall at this time for the Housing Choice Voucher Program.

The Deputy Director presented the investment reports and snapshot of income and expenses for March.

The Executive Reported that the July 1, 2025 – June 30, 2026, budget will be discussed and completed with the Fee Accountants. Once the budget is completed it will be brought before the Board of Commissioners. Also discussed was the purchase of refrigerators and stoves that were purchased to put in inventory. The cost of these appliances would be going up at a later date due to tariffs.

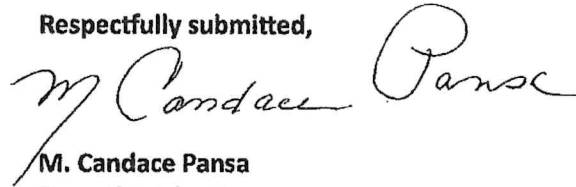
Mrs. Pansa reported that she would be retiring after 39 years of employment at the Housing Authority. Raises for two employees were discussed and a vote will be held at May meeting. Job descriptions for each employee would be worked on to bring them up to date.

The Director included a letter from the federal government in response to undocumented citizens in public housing. A letter from HUD was included explaining the actions that must be taken by Housing Authorities.

The next Board meeting will be held on Thursday, May 8th, 2025, at 10:00 AM.  
Commissioners Training will be held on April 29, 2025, at 10:00 AM.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 11:30 AM.

Respectfully submitted,



M. Candace Pansa  
Executive Director