

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

A meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on September 11, 2025. The Chairman called the meeting to order at 10:05 a.m. and upon roll call those answering Present were as follows:

PRESENT

Edward J. Correia, Chairman
Pasquale D'Alessio, Vice Chairman
Helen C. Barboza, Commissioner
Donna St. Angelo, Commissioner
Candace Pansa, Executive Director
James Silva, Deputy Director

ABSENT

Michael Mello, Commissioner

The Chairman led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Barboza and seconded by Commissioner St. Angelo to approve the minutes of the August 14, 2025, meeting. Upon roll call those answering Aye and Nay were as follows:

AYE

Edward J. Correia
Pasquale D'Alessio
Helen C. Barboza
Donna St. Angelo

NAY

None

Thereupon, the Chairman declared the motion to accept the minutes as approved.

The Maintenance Supervisor reported that three more units had been rehabbed and three more were being worked on. The maintenance staff is also working on trimming bushes, painting gliders and benches, cleaning hallways and getting equipment ready for winter. An arborist was consulted and he suggested some trees should be cut and new ones planted.

In order to have the new Executive Director not be overwhelmed, Mrs. Pansa suggested to the Board that the audit be scheduled, October inspections be scheduled and the shower Project started.

The Deputy Director presented the investment reports and snapshot of income and expenses for July, August and September.

Three Executive Director reported that bid opening for the shower project was held on August 28th. A discussion followed on the three bids received, one of which was disqualified for not having all the paper work required.

A copy of the newly revised tenant handbook, which has all the rules and regulations listed, was given to the Commissioners. The Board acknowledged all the work done by the Public Housing Manager in preparing the handbook.

The Capital Fund Expenditure report was presented to the Board. Mrs. Pansa also gave to the Board the job descriptions for the office staff. It was suggested that the title of the Maintenance Supervisor be changed to Director of Maintenance when the job descriptions are done for the maintenance staff.

A question was asked regarding vouchers. Mrs. Pansa reported there are 172 Vouchers being used and no more can be given out at this time.

The Chairman then introduced the following resolutions:

RESOLUTION 2025-8
Resolution to Adopt Payment Standards for the
Section 8 Housing Choice Voucher Program
Effective January 1, 2026
(see attached resolution)

After some discussion on the payment standards for the Voucher Program, a motion was made by Commissioner St.Angelo and seconded by Commissioner D'Alessio and upon roll call those answering Aye and Nay were as follows:

AYE	NAY
Edward J. Correia	None
Pasquale D'Alessio	
Helen C. Barboza	
Donna St.Angelo	

Thereupon, the Chairman declared Resolution 2025-8 adopted.

RESOLUTION 2025-9
Resolution to Award Bid for Walk-in Shower Installations
In Buildings A-P
(see attached resolution)

After going over the two remaining bids, a motion was made by Commissioner D'Alessio and seconded by Commissioner Barboza to award the bid to Nation Wide Construction Corp. and upon roll call those answering Aye and Nay were as follows.

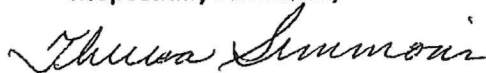
AYE	NAY
Edward J. Correia	None
Pasquale D'Alessio	
Helen C. Barboza	
Donna St.Angelo	

Thereupon, the Chairman declared Resolution 2025-9 adopted.

The next regular meeting will be on Thursday, October 9, 2025, at 10:00 a.m.

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

Respectfully submitted,



Theresa Simmons
Recording Secretary