

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

A meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on October 12, 2023. The Chairman called the meeting to order at 10:00 a.m. and upon roll call those answering Present were as follows:

**PRESENT**

John E. Faria, Chairman  
Edward J. Correia, Commissioner  
Pasquale D'Alessio, Commissioner  
Candace Pansa, Executive Director  
James Silva, Deputy Director

**ABSENT**

Raymond Cordeiro, Resigned  
Helen C. Barboza, Commissioner

The Chairman led in reciting the Pledge of Allegiance.

A motion was made by Commissioner D'Alessio and seconded by Commissioner Correia to dispense with the reading of the minutes of the September 14, 2023, meeting. Upon roll call those answering Aye and Nay were as follows:

**AYE**

John E Faria  
Edward J. Correia  
Pasquale D'Alessio

**NAY**

None

The Maintenance Supervisor reported three apartments had been rehabbed, three are being worked on and several more are coming up. A used golf cart has been purchased to be used on the property. The salt shed has been moved and now has two separate bins. An outside company will be coming in to clean all the hallways and the floors. Also, outside contractors will be coming in to do the annual inspections on October 30<sup>th</sup> and 31<sup>st</sup>. He also reported that the architect will be looking into replacing keys with key fobs and the process will go out to bid.

The Executive Director, at the request of the Board, contacted the Authority's insurance company with questions regarding the garden area and the response was that the Authority is responsible for anything done on the property.

The Deputy Director presented the investment report and snapshot of income and expenses for September.

Mrs. Pansa presented a memo from the Friends of Tom's Grove requesting permission to purchase a shed and to have some of the Roger Williams do some of the work. After some discussion, Commissioner D'Alessio made a motion to approve the request and it was seconded by Commissioner Correia and upon roll call all those answering Aye and Nay were as follows:

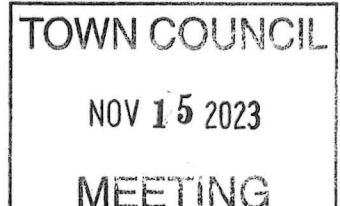
**AYE**

John E Faria  
Edward J Correia  
Pasquale D'Alessio

**NAY**

None

Thereupon, the Chairman declared the motion carried.



The Executive Director reported that Raymond Cordeiro, the Vice Chairman, has resigned and his resignation has been accepted by the Town Council. The Council will be advertising for applicants to apply for the position of Commissioner. The Board will elect a Vice Chairman at the next meeting. Mrs. Pansa reported that Mr. Cordeiro had been on the Board for ten years and she will send him a letter in appreciation for his years of service.

The Chairman then introduced the following resolutions:

**RESOLUTION 2023-9**

**Resolution to Implement the Proposed Utility Allowances for the  
Housing Choice Voucher Program FY 2024  
(see attached resolution)**

Mrs. Pansa explained that utility prices are reviewed each year and adjusted on January 1<sup>st</sup>. After some discussion, Commissioner Correia made a motion to approve the resolution and Commission D'Alessio seconded the motion and upon roll call those answering Aye and Nay were as follows:

**AYE**  
John E Faria  
Edward J Correia  
Pasquale D'Alessio

**NAY**  
None

Thereupon, the Chairman declared Resolution 2023-9 adopted.

**RESOLUTION 2023-10**

**Resolution to Amend Flat Rate Policies to Comply with Statutory Changes  
And to Revise Flat Rents Effective January 1, 2024, for Public Housing  
(see attached resolution)**

Mrs. Pansa explained flat rents and that they are reviewed every year. Commissioner Correia made a motion to approve the resolution and Commission D'Alessio seconded the motion and upon roll call those answering Aye and Nay were as follows:

**AYE**  
John E Faria  
Edward J Correia  
Pasquale D'Alessio

**NAY**  
None

Thereupon, the Chairman declared Resolution 2023-10 adopted.

The next Board meeting will be on November 9, 2023.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 11:00a.m.

Respectfully submitted,



Theresa Simmons  
Recording Secretary