

**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 October 9, 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 dispense with the reading of the minutes of the September 11, 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 on units rehabbed and three more were being worked on. Ground work has been completed and the staff is ready for the upcoming winter months. Apartment inspections have been completed and any findings have been addressed. It was suggested that the maintenance staff take a class on the NSPIRE inspections.

The Executive Director reported that work on the shower project will be starting soon and that the grant for having internet service for tenants is still up in the air.

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

Mrs. Pansa informed the Board that she has set up the audit to be done on November 12th and 13th. She has also sent a list of upcoming meetings to the state and has scheduled fire alarm inspections.

The Chairman then introduced the following resolution:

RESOLUTION 2025-10
Resolution to Amend Flat Rent Policies to Comply with Statutory Changes
And to Revise Flat Rents Effective January 1, 2026, for Public Housing
(see attached resolution)

After some explanation, a motion was made by Commissioner D'Alessio and seconded by Commissioner St. Angelo 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 2025-10 adopted.

Chairman Correia called for a motion to go into Executive Session. A motion was made by Commissioner St. Angelo and seconded by Commissioner D'Alessio that the Town of Bristol Housing Authority enter into executive session, pursuant to RI General Laws Section 42-46-5(a)(1), to discuss the results of the Executive Director Search Committee and the plan for compensation. Any persons to be discussed have been notified, and this statement shall be noted in the Minutes of the Meeting. 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 the motion carried.

Upon return from Executive Session, a motion was made by Commissioner D'Alessio and seconded by Commissioner Barboza that the Minutes of the Town of Bristol Housing Authority Executive Session of October 9, 2025, be signed and sealed. 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 the motion carried.

Chairman Correia reported that the Board voted to hire a candidate for Executive Director, with an applicable salary and compensation package. After the candidate accepts the offer and after a new contract is signed, it will be appropriate for the Bristol Housing Authority to announce certain details publicly. At this time, such details must remain confidential, to protect the candidate's privacy. The vote the Chairman announced was unanimous.

The Board also voted to authorize the Search Committee, if necessary, to further negotiate the employment contract. The vote the Chairman announced was unanimous.

The next regular meeting will be on Thursday, November 13, 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 11:45 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Theresa Simmons".

Theresa Simmons
Recording Secretary