

**Minutes of May 8, 2025 (amended)**

**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 May 8, 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 Mello and seconded by Commissioner D'Alessio to dispense with the reading of the minutes of the April 10, 2025, meeting. Upon roll call those answering Aye and Nay were as follows:

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

The Executive Director reported a small amount of asbestos was found in the installation of the showers. A meeting will be held to discuss the situation with the architect. If remediation is necessary, the project will need to go out to bid, and will delay completion of the installation project. It may be possible to receive funds from HUD for the abatement.

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

Mrs. Pansa reported that work will start soon to paint the lobby and the offices and to replace countertops. She also reported that the Authority has received a CDBG grant of \$197,809 which will be used for the shower project. The budget for the coming year has been completed and is going to the accounting firm, then will be presented to the Board for approval.

HUD has informed the Authority to issue less vouchers and no large increases to Section 8 landlords.

The Maintenance Supervisor reported that the FOB project is winding down and the residents are very pleased. He also reported that the maintenance department is working on the grounds, flowers and have finished rehabbing three units. Hallways will be painted and updated.

The Director reported on a letter received from the Town Clerk to discuss the future use of the Guiteras School. She informed the Board that HUD will not approve of taking over the project to provide senior housing there. After much discussion, Commissioner Mello suggested that the Board meet with the Town Council and listen to what they are proposing and see if we can be helpful.

After further discussion, a motion was made by Commissioner Mello and seconded by Commissioner D'Alessio that a meeting be set up for further discussion with the Council. Upon roll call those answering Aye and Nay were as follows:

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

Thereupon, the Chairman declared the motion adopted.

Ms. Pansa reported on the continuing problem of the Wood Street extension. The Town has hired a company to clean up the area of the debris.

A luncheon for volunteers will be held on June 11<sup>th</sup>. She also reported that the Commissioner's Trainer will help in the search for a replacement for the Executive Director's position. Mrs. Pansa will be retiring on September 29<sup>th</sup>, her 39<sup>th</sup> anniversary with the Housing Authority.

Commissioner St.Angelo suggested the fee accountant come to a meeting to explain background information on the monthly financial reports.

A special meeting of the Board will be held in August. The next regular Board meeting will be held on Thursday, June 12, 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 11:00 a.m.

Respectfully submitted,

Theresa Simmons  
Recording Secretary