

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 14, 2021. The Vice Chairman called the meeting to order at 10:00 a.m. and upon roll call those answering Present were as follows:

PRESENT

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

ABSENT

John E. Faria, Chairman

Vice Chairman Cordeiro led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Barboza and seconded by Commissioner D'Alessio to dispense with the reading of the minutes of September 16, 2021, meeting. Upon roll call those answering Aye and Nay were as follows:

AYE

Raymond Cordeiro
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY

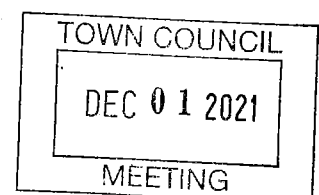
None

Thereupon, the Vice Chairman declared said motion carried.

The Executive Director then introduced Louise Marcus, Esq. to the Board. Mrs. Pansa reported that there had been 29 apartment turnovers to date, four currently being worked on and 6 more to be vacated. There are 89 people on the waiting list. A discussion followed as to hiring outside contractor for turnover work. Mrs. Pansa and Jim explained the process. The Executive Director reported that 90 Covid booster shots were administered on October 12th. She also reported that Commissioner training will be held on November 1st to 4th or November 15th to 18th but not the 17th. This training will be held in the community room and the Commissioners will choose which session to attend.

The Deputy Director presented the investment report for September and the snapshot of income and expenses for September and answered all the questions brought up by the Commissioners. The Board accepted the report.

A long discussion was then held regarding an applicant. This applicant has had many problems with previous landlords. Ms. Marcus advised the Board that the Authority had strong reasons to deny this application and is trying to keep communication open with him as he has no attorney.



Attorney Marcus explained the transfer of the Benjamin Church Manor back to the Trust has been approved by the judge and the closing will be on October 19th. She explained that this has been a long and slow process. Ms. Marcus recommended updating Resolution 2019-21 turning the property back to the trust. A motion was made by Commissioner Correia and seconded by Commissioner Barboza to ratify Resolution 2019-21. Upon roll call all those answering Aye and Nay were as follows:

AYE

Raymond Cordeiro

Helen C. Barboza

Edward J. Correia

Pasquale D'Alessio

NAY

None

The Board voted to approve the Resolution to ratify the 2019 BHA Board's approval to authorize Candace Pansa to convey the 1020 Hope Street, Bristol, RI, property back to the Trust. This unanimous vote is contingent upon the current Board receiving the Minutes from the 2019 BHA Board Meeting.

Mrs. Pansa reported the Section 8 Voucher Program Manager has been out of work on sick leave from four to six weeks and is expected back on Monday. She thanked the entire staff for stepping in to getting her work done. Mrs. Pansa also reported that the Authority's architect will attend the next Board meeting to report to the Board on the upcoming roof replacement project which is scheduled to begin in the coming summer with capital funds and the second half of the project to come from the next year's capital funds. Commissioner Correia asked about having walk-in showers installed in the apartments and after much discussion, Mrs. Pansa explained that the roof project is the top priority and walk-in showers will be considered in the future when funds are available.

The Vice Chairman introduced the following resolutions:

RESOLUTION 2021-8

**Resolution to Amend Flat Rent Policies to Comply with Statutory Changes
And to Revise Flat Rents Effective January 1, 2022, for Public Housing
(see attached resolution)**

The Executive Director explained flat rent and Commissioner Barboza made a motion to accept the resolution and Commissioner D'Alessio seconded the motion and upon roll call those answering Aye and Nay were as follows:

AYE

Raymond Cordeiro

Helen C. Barboza

Edward J. Correia

Pasquale D'Alessio

NAY

None

Thereupon, the Vice Chairman declared Resolution 2021-8 adopted.

RESOLUTION 2021-9

**Resolution to Award Contract for Fee Accountant Services
(see attached resolution)**

Mrs. Pansa explained the awarding of the contract for Fee Accountant Services. Commissioner Barboza made a motion to accept the resolution and Commissioner D'Alessio seconded the motion and upon roll call those answering Aye and Nay were as follows:

AYE
Raymond Cordeiro
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY
None

Thereupon, the Vice Chairman declared Resolution 2021-9 adopted.

Mrs. Pansa thanked Attorney Marcus for attending the meeting and answering questions from the Board. She also informed the Board that annual apartment inspections will be on November 3rd, 4th, and 5th. This inspection is done by an outside company but a maintenance employee will accompany the inspector to each unit.

The next meeting will be held on Wednesday, November 10th. There being no further business to come before the Board, upon motion duly made and seconded, the meeting was adjourned at 11:55 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Theresa Simmons".

Theresa Simmons
Recording Secretary