

**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 December 14, 2023. The Executive Director called the meeting to order at 4:00 p.m. and upon roll call those answering Present were as follows:

PRESENT	ABSENT
Helen C. Barboza	John E. Faria
Edward J. Correia, Commissioner	
Pasquale D'Alessio, Commissioner	
Candace Pansa, Executive Director	

The Executive Director led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Correia and seconded by Commissioner D'Alessio to dispense with the reading of the minutes of the November 9, 2023, meeting. Upon roll call those answering Aye and Nay were as follows:

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

Thereupon, the Director declared the motion carried.

The Executive Director then called for nominations to fill the position of Vice Chairman until June. Commissioner Correia nominated Commissioner Barboza. The Executive Director called for any counter nominations. There being none, Commissioner Correia made a motion to close nominations. Commissioner D'Alessio seconded the motion and upon roll call, those answering Aye and Nay were as follows.

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

Thereupon, the Director declared the motion carried and congratulated Vice Chairman Barboza.

The Maintenance Supervisor reported there were no more apartments needing rehab at this time. The maintenance staff is working on preparing the winter equipment. The Supervisor has been looking into replacing door locks with key fobs. The project will be funded in part from money not used for the roofing project. The architect will be drawing up plans and a contract will go out to bid.

2024 JAN 11 PM 3:04  
TOWN CLERK'S OFFICE  
BRISTOL FREEPORT ISLAND

TOWN COUNCIL  
JAN 17 2024  
MEETING

Commissioner Correia made a motion to proceed with the project and Commissioner D'Alessio seconded the motion and upon roll call, those answering Aye and Nay were as follows.

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

**NAY**  
None

Thereupon, the Director declared the motion carried.

Mrs. Pansa reported that the annual audit had been completed and there were no findings. She also presented the investment report and snapshot of income and expenses for November. The CBDG grant has been approved for \$500,000 to be used for showers. The Director reported that the Town Council has received replies for the position of Commissioner and will be filling the position in January. The maintenance staff will be working on updating the kitchen in the Community Room.

The next Board meeting will be January 11, 2024, at 10:00a.m.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 4:35p.m.

Respectfully submitted,



**Theresa Simmons**  
**Recording Secretary**