

**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 February 13, 2025. The Chairman called the meeting to order at 10:05 a.m. and upon roll call those answering Present were as follows:

PRESENT	ABSENT
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.

Chairman Correia welcomed newly appointed Commissioner Mello to the Board.

A motion was made by Commissioner D'Alessio and seconded by Commissioner Barboza to dispense with the reading of the minutes of the January 16, 2025, meeting. Upon roll call those answering Aye and Nay were as follows:

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

The Maintenance Supervisor reported the crew is working on rehabbing several apartments and snow plowing. The Fob project is continuing and the battery backup is in place. Specs for shower installation were given to the architect.

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

The Executive Director presented a Unit Profile showing a breakdown of apartments by project and size. She also gave the Board a list of all reports that have to be submitted to Hud and the dates they are due. The Deputy Director explained the five-year plan which the Board will vote on at the next meeting.

Mrs. Pansa reported that she would like to take office staff members to visit other facilities in the area such as Eldercare, Assisted Living and the Veterans Home.

The recently completed audit was presented to the Board for its review. The only thing the Authority needs to change is that the office staff will now be using a time clock to punch in and out. The contract for MARCUM Accountants, the auditing firm, was explained.

The Chairman then introduced the following resolution:

RESOLUTION 2025-3

Resolution to Amend Town of Bristol Housing Authority's By-Laws

(see attached resolution)

After some discussion, a motion was made by Commissioner D'Alessio and seconded by Commissioner Barboza to adopt Resolution 2025-3. Upon roll call those answering Aye and Nay were as follows:

AYE
Edward J. Correia
Helen C. Barboza
Pasquale D'Alessio
Donna St. Angelo
Michael Mello

NAY
None

Thereupon, the Chairman declared the Resolution 2025-3 adopted.

The next Board meeting will be held on Thursday March 13, 2025, at 10:00 a.m.
Commissioners Training will be held on April 29, 2025, at 9:00 a.m.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 11:15 a.m.

Respectfully submitted,



Theresa Simmons
Recording Secretary