

**MINUTES OF A SPECIAL 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 September 12, 2024. 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**

John E. Faria, Commissioner

The Chairman led in reciting the Pledge of Allegiance.

A motion was made by Commissioner D'Alessio and seconded by Commissioner Barboza to dispense with the reading of the minutes of the August 29, 2024, meeting. Upon roll call those answering Aye and Nay were as follows:

**AYE**

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

**NAY**

None

The Executive Director reported the CBDC grant application was sent in. Another grant is being applied for which would provide WiFi to the whole complex.

The Maintenance Supervisor reported three units were completed and several more were coming up. He also reported that the maintenance crew has been working on the grounds, and getting ready for fall and winter. He also reported that the key fob project is in motion.

The Deputy Director presented the investment reports and snapshot of income and expenses for June, July and August, 2024.

A discussion followed regarding the PILOT payment to the town. The amount for the year is \$99,597 which is a large increase from the previous year.

Mrs. Pansa then introduced a letter of resignation from Commissioner John Faria effective immediately. The members of the Board thanked John for his many years of service to the Housing Authority.

The staff is getting paper work ready for the annual audit which is coming up. There is also a SEMAP audit coming up. Mrs. Pansa reported the Resident Association is quite active and planning more activities for the tenants.

The Chairman then introduced the following Resolution:

**RESOLUTION 2024-11**  
**Resolution to Adopt Remote System Access Risk Management Policy**  
**(see attached resolution)**

After some discussion, a motion was made by Commissioner D'Alessio and seconded by Commissioner Barboza to adopt Resolution 2024-11. Upon roll call those answering Aye and Nay were as follows:

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

Thereupon, the Chairman declared the Resolution 2024-11 adopted.

The next Board meeting will be held on Thursday October 10, 2024, 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 11:20 a.m.

Respectfully submitted,



Theresa Simmons  
Recording Secretary