



## **DRAFT MEETING MINUTES**

**FOR January 4<sup>TH</sup>, 3:00 PM**

**Location: Portsmouth Town Hall, Planning Board Room**

**This was an in-person meeting**

**PLEASE NOTE: this meeting was recessed on January 4<sup>th</sup>. The meeting will reconvene in the near future to continue and complete items #7 & #10 listed on the agenda for the Jan 4<sup>th</sup> meeting as noted below. Minutes will be completed upon the conclusion the meeting.**

### **7. NEW BUSINESS \***

- A. Reviewed and discussed the draft final Quaker Manor LLC audit report for 2021 for approval to submit to HUD. Commissioners voted unanimously to accept the report from Citrin Cooperman, and authorized submission of this final 2021 audit report to HUD via their REAC web portal. Motion was made by Cortvriend and seconded by Gump... all voted in favor.
- B. Board reviewed the invoices submitted by Citrin Cooperman for audit work completed, specifically the 2019 and 2020 audit reports previously submitted to HUD, for approval to submit to the Town of Portsmouth for payment. Motion to approve and forward to the Town of Portsmouth for payment made by Gump, seconded by Cortvriend and passed unanimously. Chairman Seveney was authorized to submit the invoices to the Town.
- C. The Board reviewed a draft purchase and sale (P&S) agreement offered by Sabattus Housing, Inc. for consideration/approval of transfer of Quaker Manor ownership from Quaker Manor LLC to Sabattus Housing, Inc. PHA solicitor C. Levesque, Esq. briefed the Board on the contents of the P&S and recommended acceptance/approval by the Board. There were several questions and clarifications discussed and resolved. One question, raised by Gump, was to ensure all outstanding debt service be specified in the P&S. It was unclear that the remaining debt obligations to RI Housing were included. Sabattus Housing principal M Packard agreed and took action to update the P&S to include clear definition of all outstanding debt. Motion to approve the draft P&S agreement to transfer ownership of the Quaker Manor property from Quaker Manor LLC to Sabattus Housing Inc. for the amount of all remaining debt obligations, contingent upon Solicitor Levesque review and approval of proposed P&S changes, was made by Cortvriend and seconded by Gump. Motion passed unanimously.

**Commissioners:**  
Chair James Seveney  
Vice-Chair Terri Cortvriend  
Gary Gump  
Ronald Harnois  
Sharlene Stoker Patton

**Portsmouth Housing Authority  
Town of Portsmouth, Rhode Island  
Board of Commissioners**



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**10. EXECUTIVE SESSION\***

The Housing Authority Board of Commissioners may seek to enter Executive Session, for discussions and/or potential actions pursuant to RIGL §42-46-5(a):

- A. There was no executive session held during this meeting.
  
- A. These projected meeting dates are subject to change as circumstances may require. All meetings/changes will be duly published in accordance with RIGL open meetings notification requirements.

**12. Meeting Recessed**