



**MEETING MINUTES  
FOR JANUARY 4<sup>TH</sup> & JANUARY 13<sup>TH</sup> (EMERGENCY  
RESUMPTION OF JANUARY 4<sup>TH</sup> TO CONSIDER  
AGENDA ITEM 7.B)**

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

**Conducted as “in-person” meetings**

Please note in accordance with Section 42-46-6 (b) The PHA Board may review, discuss and/or take potential action and/or vote on the following asterisked\* items:

**1. CALL TO ORDER; ROLL CALL**

- A. Commissioners Present: Jan 4<sup>th</sup> – Seveney, Cortvriend, Gump, Harnois, Patton  
Jan 13<sup>th</sup> – Seveney, Cortvriend, Gump, Patton. Harnois was absent
- B. Introduction of Guests: N/A

**2. CHAIRMAN’S REPORT**

- A. None

**3. APPROVAL OF MINUTES \***

- A. Minutes for October 19th, 2022 – Motion to approve by Cortvriend, second by Gump... passed unanimously.

**4. FINANCIALS AND BILLS \***

- A. None

**5. COMMUNICATIONS \***

- A. Conducting bi-weekly Phone Conferences with PHA legal representatives Kathie Soroka, Richard Price, and Chuck Levesque re. HOD complaint with HUD Enforcement lawyers.

**6. OLD BUSINESS\***

- A. Continuing discussions/negotiations with HUD Enforcement related to audit reporting complaint.



**7. NEW BUSINESS \***

- A. Review and approve the draft PHA Annual Report for 2022 to the Town of Portsmouth.

Motion (Jan 4<sup>th</sup>) to approve made by Gump, second by Cortvriend... passed unanimously. Report was submitted to Town of Portsmouth leadership IAW RIGL 45-25-31.

- B. Review the draft settlement statement for the HUD Civil Complaint against the PHA/Quaker Manor LLC.

This item was “held open” as the Board had not received the document from HUD at the time of the Jan 4<sup>th</sup> meeting. The final draft settlement agreement from HUD was finally received on January 12<sup>th</sup>, and approved by the Board in executive session at the emergency meeting of January 13<sup>th</sup>. This circumstance was deemed an emergency by the Chair, and legal counsel, as Board inaction/delay on this agreement could have led to serious (and expensive) legal consequences given the HUD administrative court judge had demanded the civil trial begin the following week on January 17<sup>th</sup>. This was avoided by the Board’s action to approve taken on January 13<sup>th</sup>, and the subsequent submission of a motion to dismiss this case on January 17<sup>th</sup>... approved by the HUD court that same day. This formally ended all HUD legal proceedings against the PHA/Quaker Manor LLC.

- C. Begin Board dialogue on what our future should look like after the Quaker Manor ownership transfer to Sabattus Housing is complete.

The Board did begin discussion/deliberation of future roles for the PHA after transferring ownership of the Quaker Manor property to a HUD approved housing management entity.

**8. REPORTS \***

- A. Draft PHA Annual Report for 2022. Approved and submitted to town leadership.

**9. PUBLIC COMMENT/OPEN FORUM**

There were several members of the public, including Quaker Manor & Estates residents in attendance at both the January 4 & 13 sessions. Several complaints and concerns were raised including issues with heating systems, availability of hot water, material condition of some of the units, vacancies, and relations with the management staff. These were recorded and forwarded to Phoenix Property Mgmt leadership for resolution. Phoenix will attend a future PHA Board meeting to address these issues.

**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):

**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**



- A. PHA Board of Commissioners may enter executive session in accordance with RIGL §42-46-5(a)(2) and (5).

The Board entered executive session on January 4<sup>th</sup> to discuss the terms of the draft settlement, but because they did not yet have the finalized version from HUD Legal, no actions were taken.

On January 13<sup>th</sup>, with receipt of HUD’s final settlement agreement, the Board reconvened from January 4<sup>th</sup> recess at 4pm to deal with this one agenda item. They voted unanimously to enter executive session under 42—46-5(a)(2) and (5) to consider HUD’s final settlement offer. The Board returned to open session at 4:35pm and announced that one vote was taken – to approve the settlement agreement with HUD.

**11. NEXT MEETING\***

- A. Tentative Annual Schedule of PHA Board of Commissioners meetings in 2022:
  - a. January 16<sup>th</sup>, 3pm
  - b. Update on the January 13<sup>th</sup> emergency meeting called to bring the January 4<sup>th</sup> meeting back to order. This action was taken to quickly respond to the final HUD settlement offer received on January 12<sup>th</sup>. The need for quick action, as anticipated when the Board recessed on January 4<sup>th</sup>, was due to the impending trial date of January 17<sup>th</sup>, the first working day of the following week (January 16 being the federal holiday for MLK’s birthday).
- B. 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. ADJOURNMENT\***

Pursuant to RIGL S 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website, at the Portsmouth Housing Authority and the Portsmouth Town Hall.

**Note: The PHA Board voted unanimously not to adjourn, but to recess this meeting until the required HUD documentation was received for review.**

**Update: The Board reconvened the January 4<sup>th</sup> meeting on January 13<sup>th</sup> to take necessary action as described elsewhere in these meeting minutes. This reconvened meeting took place at 4pm and adjourned at 5:10 pm. Motion to adjourn was made by Cortvriend, seconded by Gump. Unanimously approved.**

Posted on the RI Secretary of State website: