

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

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



**Meeting Minutes
for Monday, February 28, 2022 at 5:00 PM
Conducted in-person from Portsmouth Town Hall**

1. CALL TO ORDER; ROLL CALL at 5PM

COMMISSIONERS PRESENT: James Seveney, Terri Cortvriend, Gary Gump, Ron Harnois and Sharlene Patton

COMMISSIONERS ABSENT: None

GUESTS: None

2. CHAIRMAN'S REPORT

a. None

3. APPROVAL OF MINUTES *

A. NA

4. FINANCIALS AND BILLS *

A. NA

5. COMMUNICATIONS *

- A. The Chair briefed the entire Board on the communications that have taken place since our February 28 meeting:
 - a. Conducting bi-weekly Phone Conferences with PHA legal representatives Kathie Soroka and Chuck Levesque re. HOD complaint with HUD Enforcement lawyers.
 - b. Email notification from Portsmouth Water & Fire District of Quaker Manor overdue water usage invoices

No votes taken.

6. OLD BUSINESS*

- A. The Board discussed status on the continuing services of PPA Accountants to complete the outstanding audits they were contracted to conduct by Coastal Housing Corp. Quaker Manor LLC audit requirements remain incomplete. Phoenix management continues to liaison PPA to facilitate completion. The Board also determined that it has no formal action to take on this issue as it is a contractual matter between Coastal and PPA. Coastal, as one

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of their transition actions as former management agent for Quaker Manor LLC and Quaker Estates I,II,III,IV must resolve the performance issues with PPA and fulfill their obligation for submitting these overdue audit reports.

No votes taken.

7. NEW BUSINESS *

A. Discussions on finding a replacement accounting firm to finish remaining audits was set aside for the reasons stated above under Old Business. The PHA does not have a contractual relationship with PPA Accountants. We look to Coastal Housing Corp to resolve the issues and complete the required reports as soon as possible.

No votes taken.

B. No further discussion on future plans of our management agent relating to both Quaker Manor LLC and Quaker Manor Estates. This will be taken up in the future once the issues with HUD audit compliance is settled.

No votes taken.

8. REPORTS *

1. None.

9. PUBLIC COMMENT/OPEN FORUM

A. None.

10. EXECUTIVE SESSION

A. At approximately 5pm, the Board voted to enter into executive session, under RIGL §42-46-5(a)(2) and (5) to continue our consideration of HUD's complaint related to Quaker Manor LLC outstanding audit reports, discuss assistance request by the Town Council in preparation for the 6pm executive session with them.

The motion to enter executive session was made by Vice-Chair Cortvriend, seconded by Commissioner Gump... all voted in favor. During executive session there were two votes taken. PHA Board adjourned from executive session at 5:50pm and returned to open session.

The chair announced the results of the two votes taken:

1. Approve the engagement letter for the new audit firm, Citrin-Cooperman, LLP of Providence RI, to complete the outstanding HUD audits. Passed unanimously.
2. Approve letter of intent with Sabattus Housing, Inc. as part of HUD related response to Quaker Manor audit complaint/issues. Passed 4 in favor, one opposed.

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11. NEXT MEETING:

- A. TBD. The PHA Board will meet as necessary to satisfy the outstanding HUD requirements and pending complaint.

12. ADJOURNMENT: Motion to adjourn made by Commissioner Gump; seconded by Vice-Chair Cortvriend - passed unanimously at 6pm.

Pursuant to RIGL S 42-46-6(c) These minutes will be posted on the Secretary of State's website, and Town of Portsmouth website once approved.