

Commissioners:
Chair James Seveney
Vice-Chair Terri Cortvriend
Gary Gump
Patricia Chretien
Dr. J. Mark Ryan

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



MEETING MINUTES

FOR WEDNESDAY, DECEMBER 10th, 2025 AT 3:00 PM

Location: Portsmouth Town Hall/Portsmouth Room

Please note in accordance with RIGL § 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: [Jim Seveney](#), [Gary Gump](#), [Patricia Chretien](#), [Dr. Mark Ryan](#); absent – [Rep. Terri Cortvriend](#)
- B. Introduction of Guests: [Sharlene Patton](#), [Town Council Liaison](#)

2. CHAIRMAN'S REPORT

- A. Our top priority infrastructure improvement, upgrading the Quaker Manor & Quaker Estates heating systems, is nearing completion. See Attachment 2 for detailed status.

3. APPROVAL OF MINUTES *

- A. Minutes for September 17th, 2025 – [Motion to approve by Chretien, second by DR Ryan – Approved as written unanimously.](#)

4. FINANCIALS AND BILLS *

- A. NA

5. COMMUNICATIONS

- A. [Michael Packard](#) informed us that all grant execution details had been established between [Sabattus](#), [Church Community Housing CDBG manager](#), and the [State Housing Office](#). Replacement/upgrade of the Quaker Manor and Quaker Estates heating systems began in mid-October. Phase 1 is now complete – see detailed status in Attachment 2
- B. [Commissioners Gump and Seveney](#) met with the [Town Planner](#) on 11/17 to discuss potential collaboration approaches related to supporting growth of affordable housing in Portsmouth, and execution of the [Comprehensive Community Plan Element 4 \(Housing\)](#).

6. OLD BUSINESS*

- A. Status on progress with CDBG replacement/upgrade of the heating systems for the Quaker Manor and Quaker Estates buildings. [Board discussed the latest execution](#)

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status on the project as reported by Sabattus Housing owner. Details included as Attachment 2 to these minutes.

- B. Continue Board dialogue on what our future priorities and activities should focus on to advance the Town's efforts to improve and expand housing capacity for our residents. Discussion continued on need for an outreach effort to other housing authorities to learn more about their operations, programs and finances. Also discussed how the Board can communicate more broadly and effectively within the Town... objective is to more effectively inform the Town on our activities, new initiatives and status on current housing programs. The discussion then shifted to our main focus for today's meeting – review and potential approval of a resolution offering PHA support to the Town, specifically with the Housing Element of the 2022 Comprehensive Plan... detailed in New Business item A below.

7. NEW BUSINESS *

- A. PHA Board discussion on collaboration with the Town on growth of affordable housing in Portsmouth. As part of this discussion, the Board will consider a draft PHA resolution offering the Town our support and willingness to act as the their "Affordable Housing Commission" as defined in the Comp Plan Element 4. This draft resolution is included here as Attachment 1. The draft resolution was reviewed by the Board, and after some discussion, and with some corrections, approved for submission to the Town for their consideration. The motion was made by Gump, seconded by Dr. Ryan – and passed unanimously. Chairman Seveney took the action to incorporate the corrections and submit the final resolution to the Town Administrator and Town Planner for their consideration.

8. REPORTS *

- A. The PHA Annual Report for 2025 is due to the town in January, in accordance with RIGL § 45-25-31. Please review and comment on the 2025 draft report provided separately. Please provide your comments/changes by Monday, December 8th. The Board has reviewed the draft report, asked Chairman Seveney to update it with the information from this December 10th meeting and approved submission of the final report forthwith, in accordance with state law. Motion to authorize the chairman to make the updates and submit the final report was made by Gump and seconded by Chretien. Passed unanimously.

9. PUBLIC COMMENT/OPEN FORUM

None

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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. [Not required for this meeting](#)

11. NEXT MEETING*

- A. [PHA meeting schedules for 2026 will be quarterly, notionally to be held the first Wednesday of April, July, and October 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. Meetings will normally be held at Portsmouth Town Hall.](#)

12. ADJOURNMENT*

[Motion to adjourn made by Dr. Ryan, second by Gump. Passed unanimously at 3:50pm](#)

[Pursuant to RIGL § 42-46-6\(c\) Notice of this meeting was posted on the Secretary of State's website, at the Portsmouth Housing Authority and the Portsmouth Town Hall.](#)

Attachment 1: Final (Corrected Copy) PHA Resolution

PHA RESOLUTION #2025-01 IN SUPPORT OF AFFORDABLE HOUSING GOALS AND INITIATIVES OUTLINED IN THE PORTSMOUTH COMPREHENSIVE COMMUNITY PLAN – ELEMENT 4

WHEREAS: The Portsmouth Housing Authority (PHA) was created by Town Council Resolution 63 years ago in September 1962, and chartered by the state under Rhode Island General Law § 45-25-7, and is empowered to exercise all functions, rights, powers, duties, privileges, immunities, and limitations provided under § 45-25 and 26; and

WHEREAS: These powers are enumerated in § 45-25-15 and include but are not limited to housing related investigation, planning, ownership, purchasing, leasing, renting, financing, advocacy, or acting as agent for the municipality; and

WHEREAS: The Town of Portsmouth has a well-researched and documented need to grow affordable housing stock, meet state mandated minimums for low and moderate income housing, and fulfill the goals and objectives outlined in the 2022 Comprehensive Community Plan – Element 4 on Housing; and

WHEREAS: One of the Plan’s strategies to accomplish housing goals is to establish an Affordable Housing Advisory Board to act as a catalyst for affordable housing initiatives within the Town; and


WHEREAS: The PHA constitutes a public body, “exercising all the powers necessary or convenient to carry out and effectuate the purposes and provisions of chapters 25 — 27 of Title 45”, and represents an existing organization that is arguably well suited and empowered to carry out the mission of the Portsmouth Affordable Housing Advisory Board effectively and comprehensively.

NOW, THEREFORE, BE IT RESOLVED, that the Portsmouth Housing Authority would welcome the opportunity to collaborate directly with the Town of Portsmouth to pursue growth of affordable housing as outlined in the Comprehensive Community Plan. Further, the PHA offers to fulfill the role of Affordable Housing Advisory Board in accordance with the goals and objectives of Element 4, if desired by Town leadership.

December 10, 2025

James A. Seveney,
Chairman, Portsmouth Housing Authority

Attachment 2: Status on CDBG Execution

RE: Subrecipient contract  Inbox x



 **Michael Packard**

Mon, Dec 1, 5:01PM (2 days ago)



to me ▾

Hi Jim:

The update is as follows:

Phase I complete. This is all of Quaker Manor and Quaker Estates IV.

Total cost of Phase 1 of the project:	\$339,283.96	
Total change orders to date:	\$10,854.00	
Total including change orders	\$349,283.96	
Total invoiced to date	\$204,610.96	
Balance to finish Phase 1	\$144,673.00	they are behind in their billing

Funds left for Phase 2 \$150,716.04

This phase will consist of replacing the furnaces and hot water tanks at Quaker Estates I, II, and III

If we have any **additional** issues with the heating systems over this winter that require upgrades or replacements, we will use the phase 2 funds before we start on phase 2. I doubt that this will happen, but you never know.