

Commissioners:
James A. Seveney, Chair
Terri Cortvriend, Vice-Chair
Micholas Credle
Gary Gump

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



DRAFT

MEETING HELD MONDAY, NOVEMBER 16, 2020 AT 7:00PM

MEETING MINUTES

Conducted Remotely Via Zoom

1. CALL TO ORDER at 7:00PM

COMMISSIONERS PRESENT (VIA ZOOM): James Seveney, Terri Cortvriend, Micholas Credle, and Gary Gump

COMMISSIONERS ABSENT: Ronald Harnois

2. CHAIRMAN'S REPORT

A. None, this was the first meeting of this newly appointed commission.

3. APPROVAL OF MINUTES

A. None, this was the first meeting of this newly appointed commission.

4. FINANCIALS AND BILLS

A. None

5. COMMUNICATIONS

A. None

6. OLD BUSINESS

A. None.

7. NEW BUSINESS

A. Review, Discussion, and Possible Action regarding organizational updates and changes to the Portsmouth Housing Authority Board of Commissioners.

- 1) Elect a chairperson: Motion made by Cortvriend to nominate Seveney for chair; seconded by Gump; call for other nominations (none); nomination to appoint Seveney as chairman carried unanimously.
- 2) Elect a vice-chairperson: Motion made by Gump to nominate Cortvriend for vice-chair; seconded by Credle; call for other nominations (none); nomination to appoint Cortvriend as vice-chairwoman carried unanimously.

B. Appoint PHA legal counsel: Motion to appoint Hon. Charles Levesque as PHA legal counsel made by Cortvriend, seconded by Gump; introductory comments made by Levesque; motion to appoint Levesque as legal counsel carried unanimously.



- C. **Establish a regular PHA meeting schedule:** Commission discussed the need for regular meetings to deal with issues in a timely, effective manner. Motion was made by Cortvriend to establish the third Monday of the month, at 7:00pm, as the regular meeting time/date for the PHA Board of Commissioners; seconded by Credle; discussion followed related to the potential need to meet more frequently if circumstances demanded it; all agreed that additional meetings could be called, with proper notification per RIGL § 45-46; motion to approve the meeting schedule carried unanimously.
- D. **Establish PHA rules of order:** Chair recommended adoption use of Roberts Rules of Order (Abbreviated) for meeting guidelines; motion made by Gump; seconded by Credle; no further discussion; motion carried unanimously.

E. **Organizational overview and status from Coastal Housing Corporation – Coastal Executive Director:**

Chair was notified via email that Coastal Executive Director, R. Kelley, could not attend the meeting, but submitted written responses to the agenda questions. Those responses are included below for each question:

1) Relationship with PHA as our “instrumentality”

Coastal Housing Corporation, a nonprofit instrumentality of Portsmouth Housing Authority is management agent of Quaker Manor LLC, Quaker Estates of Portsmouth, Inc., Quaker Estates II, Quaker Estates III and Quaker Estates IV. This aggregate grouping of six entities collocated on one affordable housing campus in Portsmouth, RI. It is managed by one small staff operating out of the Quaker Manor LLC office. Financial accounting is fair shared between the entities on a per unit basis. It is important to address that in recent years, funding for operations and maintenance of these six entities has been marginal at best for a variety of reasons. The 2017 RAD Conversion of Quaker Manor from a public housing entity to a section 8 project based rental assistance property resulted in an operating proforma that significantly understated operating expenses while adding mortgage costs of \$83,292.36 per year. Those annual mortgage costs were principal and interest at \$67,209.84, MIP of \$3,082.56 and Reserve for Replacement deposits of \$12,999.96.

2) Overview of Quaker Manor / Estates holdings

3) Description of HUD program/contractual obligations and relationships

The community includes five HUD-subsidized affordable housing properties with a total of 73 apartments: Quaker Estates I - 5 units age 62 and older required for admission Section 202 PRAC Program.

Quaker Estates II - 5 units age 62 and older required for admission Section 202 PRAC Program.

Quaker Estates III - 5 units age 62 and older required for admission Section 202 PRAC Program.

Quaker Estates IV - 18 units age 62 and older required for admission Section 202 PRAC Program.

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Quaker Manor LLC - 40 Multifamily units, age restriction not required for admission, all applicants must meet income limit as set by HUD - this entity is a RAD Program conversion from public housing in October, 2017. Rents are fixed with annual COLA adjustments for 20-year contract with HUD

4) Establish a meeting date for reviewing Coastal Housing operations, budgets and finances, and discuss agenda items to be covered:

The staff will comply as requested while maintaining social distancing practices and COVID restrictions.

The Board was also informed by the Executive Director of the following: Please be aware that Phoenix Property Management is in the HUD approval process to take over management effective 1/1/21 as required by HUD in October, 2019. This was approved months ago and was delayed due to COVID. I will be leaving in January 2021 but remain available to assist during the transition.

The Board considered the above responses, and much discussion ensued. Several fundamental questions were raised related to ownership interests in the PHA properties, relationship with, and between, PHA, Coastal Housing, and HUD. Board consensus was that we compile a list of questions for Coastal Housing, and HUD to help better understand the management and contractual relationships and obligations. Discussion ended on that point.

F. Training for PHA Board of Commissioners

- 1) RI Open Meetings requirements for public bodies, RIGL 42-46
- 2) Annual Ethics Training

Board consensus was to set up training dates in January 2021 with the RI Ethics Commission exec director, Jason Grammitt, and Portsmouth Town Solicitor, Kevin Gavin.

G. Review, Discussion, and Possible Action regarding communications policy for the Portsmouth Housing Authority.

Board consensus was to table this item for a future meeting.

8. REPORTS

A. Status on required reports, eg. RIGL § 45-25-31. Annual report. (The authority shall, at least once a year, file with the mayor of the city a report of its activities for the preceding year, and make any recommendations with reference to any additional legislation or other action that may be necessary in order to carry out the purposes of chapters 25 – 27 of this title.)

The Board acknowledged the need for regular reporting, in accordance with RIGL, and will begin with a report on PHA activities for 2020. The Chair took the action to begin drafting the report for Board review in January 2021.

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9. PUBLIC COMMENT/OPEN FORUM

Several members of the public, primarily residents of Quaker Manor/Estates were in attendance. There were no specific questions asked. Some did express relief that the PHA has “reactivated” and beginning to address housing issues.

10. EXECUTIVE SESSION

The Housing Authority Board of Commissioners may seek to enter Executive Session, pursuant to RIGL §42-46-5(a), to discuss the following:

A. No executive session was convened at this meeting.

11. NEXT MEETING: As established under Item 7.C, our next regular meeting will take place on the third Monday in December, the 21st at 7:00pm.

12. ADJOURNMENT: Motion to adjourn made by Cortvriend; seconded by Gump; passed unanimously at 8:15pm.

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

DRAFT