

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON  
FEBRUARY 19, 2020 AT 7:00 A.M.  
AT HILLCREST ESTATES CONFERENCE ROOM  
FORT FAIRFIELD, ME 04742**

**I. ROLL CALL**

Chairman, Meg Hegemann called the meeting to order; those present were:

Randolph Bouchard, Duska Day, and Donna Currie

Absent: Rob Langner, Daniel Ayoob, and Dawn McGrath

**II. REVIEW OF MINUTES**

The MINUTES of the January 15, 2020 Regular Meeting were presented for review and approval.

**UPON MOTION** made by Donna Currie and seconded by Randolph Bouchard the MINUTES as presented were approved.

**III. REPORTS AND COMMUNICATIONS**

- **Director's Report: Atch 1.**

**IV. UNFINISHED BUSINESS:**

- **Borderview Sheds-** A letter was sent out to all residents informing them about the meeting and the changes to the Borderview shed rules. A second meeting will take place to discuss the changes and when they will go into effect. The Resident Advisory Board has already accepted those changes.

**V. NEW BUSINESS:**

- **PHA 5- Year Plan 2020-20204-** All PHA's are required to do a 5- year plan to set goals over the course of those 5 years to maintain and improve their mission;
  - Goal 1: Enhance the image of the Fort Fairfield Housing Authority**
    - Update old signage
    - Increase Community outreach (clothing drives and food pantry)
    - Use social media to increase awareness
    - Create new website
    - Maintain and grow healthy relationships with residents and the community.
  - Goal 2: Continue the Fort Fairfield Housing Authority's efforts to encourage self- sufficiency among its Public Housing residents and Section 8 Participants.**
    - Continue to advertise employment opportunities on the Housing Authority's job board and working with the local Career Center
    - Collaborate with Agencies like Adult ED, ACAP, and Job Corps for classes and educational opportunities
  - Goal 3: Upgrade existing inventory and properties**
    - Update current inventory with minor but effective upgrades
  - Goal 4: Regain High Performer Status in Public Housing and Maintain High Performer in Section 8**
    - Improve the financial standing of the Housing Authority by decreasing the debt to Local Programs
    - Maintain Unit turn around below 15 days and Work Order turn around below 7 days
    - Maintain units and properties with inspections and walk abouts
  - Goal 5: Continue to increase "Green" Projects**
    - Convert Family housing from Fuel to Propane Furnaces
    - Install new clothes lines to reduce electrical use
    - Install new and more modern Thermostats

There was one grammatical error discovered which will be corrected.

**UPON MOTION** made by Duska Day and seconded by Donna Currie

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve changes to the PHA 5-Year Plan 2020—2024 as corrected

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Executive Director Contract** – The contract signed by the Executive Director and the Chairman at the time. The contract is for an initial 2 years and will automatically renewal yearly after that.  
After some discussion the matter will be tabled for next meeting
- **2020 Utility Allowance and Flat Rent** –

Flat Rent Rates				
Unit	# Beds	FMRs	U. A. Rates	Flat Rent
Fields Lane I	1	\$602	\$18	\$584
Fields Lane II	1	N/A	\$25	
Fields Lane III	1	\$602	\$24	\$578
Hillcrest Estates	1	\$602	\$16	\$586
Fields Lane III	2	\$714	\$21	\$693
Borderview	2	\$714	\$44	\$670
Borderview	3	\$989	\$50	\$939
Borderview	4	\$1,076	\$79	\$997
Morningview	2	N/A	\$27	
Morningview	3	N/A	\$37	
Morningview	4	N/A	\$65	

HAFF 20-11

**UPON MOTION** made by Duska Day and seconded by Randolph Bouchard

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 2020 Utility Allowance and Flat Rents

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

**VI. OTHER:**

- **Write Offs** - The Director has requested the following charge offs for Public Housing.

P. Carney	\$1,570.81
H. Shaw	\$885.09

WHEREAS, the Commissioners of the Housing Authority of Fort Fairfield desire to approve the charge off request presented by the Director in the amount of \$2455.90 This represents debt owed to the Housing Authority by a past tenant in Public Housing.

P. Carney	\$1,570.81
H. Shaw	\$885.09

UPON MOTION made by Duska Day and seconded by Randolph Bouchard.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the charge offs as stated in the above resolution.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.


- **Capital Fund 2020-** The amounts for the Capital Fund Year of 2020 have been released. The Housing Authority will be receiving \$181, 715.00. These funds will be used to complete the Borderview Siding Project.
- **Operating Fund Forms** have been completed and sent to HUD for Approval
- **Donations-** The staff of the Housing Authority has decided to donate to two amazing causes for our community the first is the Eagles family. Officer Eagles always works well with the Housing Authority and goes above and beyond to help. The second is the Aroostook Shriners Spring Basket Festival. This will be our second year participating and we will maintain the focus around Housing.

VII. **ADJOURN:**

There being no further business to come before the Board;

UPON MOTION made by Duska Day and seconded by Randolph Bouchard it was passed unanimously to adjourn.

The next meeting will be held Wednesday March 18, 2020 at the Hillcrest Estates Conference Room at 7:00 AM. Meeting was adjourned at 7:50 am.



Stacey Michaud  
Secretary/Treasurer

**Fort Fairfield Housing Authority**  
**BVW, HE, FL1 & FL3 Operating Statement**

202001				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (24,762.09)	\$ (181,571.79)	\$ (160,416.69)	\$ (21,155.10)
00.000.3120.000 Excess Utilities	\$ (130.15)	\$ (580.36)	\$ -	\$ (580.36)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (32,817.33)	\$ (167,127.00)	\$ (148,951.81)	\$ (18,175.19)
00.000.3610.000 Interest General Fund	\$ (39.08)	\$ (1,322.58)	\$ (1,050.00)	\$ (272.58)
00.000.3690.100 Late Charges	\$ (214.30)	\$ (1,129.56)	\$ -	\$ (1,129.56)
00.000.3690.200 Laundry Receipts	\$ (240.25)	\$ (993.25)	\$ (1,166.69)	\$ 173.44
00.000.3690.300 Other Misc. Income	\$ (143.00)	\$ (5,555.37)	\$ (5,716.69)	\$ 161.32
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (2,058.66)	\$ -	\$ (2,058.66)
00.000.3690.500 Services W/orders Tenants	\$ (1,820.35)	\$ (3,320.31)	\$ (875.00)	\$ (2,445.31)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (23,916.69)	\$ 23,916.69
<b>Total Income</b>	<b>\$ 60,166.55</b>	<b>\$ 363,658.88</b>	<b>\$ 342,093.57</b>	<b>\$ 21,565.31</b>
00.000.4110.000 Administrative Salary	\$ 17,469.93	\$ 109,281.64	\$ 71,874.25	\$ 37,407.39
00.000.4111.000 Contra Administrative Salaries	\$ (8,072.92)	\$ (59,349.72)	\$ (50,208.06)	\$ (9,141.66)
00.000.4130.000 Legal Expense	\$ 528.98	\$ 2,331.39	\$ 2,333.31	\$ (1.92)
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ 10.00
00.000.4145.000 Staff Training	\$ -	\$ 440.00	\$ 1,166.69	\$ (726.69)
00.000.4150.000 Travel Expense	\$ 250.53	\$ 4,197.20	\$ 2,333.31	\$ 1,863.89
00.000.4151.000 Contra Travel	\$ (366.67)	\$ (2,566.69)	\$ (2,566.69)	\$ -
00.000.4151.100 Contra Training	\$ (33.33)	\$ (233.31)	\$ (233.31)	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 7,200.00	\$ 3,325.00	\$ 3,875.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,275.00)	\$ (2,275.00)	\$ -
00.000.4173.000 Auditing	\$ -	\$ 5,900.00	\$ 2,041.69	\$ 3,858.31
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (1,458.31)	\$ (1,458.31)	\$ -
00.000.4180.000 Telephone	\$ 694.35	\$ 4,700.13	\$ -	\$ 4,700.13
00.000.4190.000 Administrative Sundry	\$ 2,157.84	\$ 8,226.25	\$ 8,750.00	\$ (523.75)
00.000.4191.000 Contra Sundry	\$ (1,416.66)	\$ (9,916.62)	\$ (9,916.69)	\$ 0.07
00.000.4220.000 Tenant Services	\$ 24.18	\$ 205.10	\$ 583.31	\$ (378.21)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 583.31	\$ (583.31)
00.000.4310.000 Water	\$ 4,288.09	\$ 8,660.59	\$ 9,333.31	\$ (672.72)
00.000.4320.000 Electricity	\$ 1,751.77	\$ 8,672.82	\$ 9,916.69	\$ (1,243.87)
00.000.4330.000 Gasoline & Diesel	\$ -	\$ (27.93)	\$ -	\$ (27.93)
00.000.4340.000 Fuel Oil	\$ 9,521.43	\$ 35,615.31	\$ 30,916.69	\$ 4,698.62
00.000.4390.000 Sewer	\$ 4,700.36	\$ 9,763.58	\$ 9,333.31	\$ 430.27
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,096.24	\$ 81,456.36	\$ 61,950.56	\$ 19,505.80
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 12,402.50	\$ -	\$ 12,402.50
00.000.4411.000 Maintenance Contra	\$ (3,118.87)	\$ (27,166.63)	\$ (20,650.00)	\$ (6,516.63)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,808.85	\$ 19,193.74	\$ 49,000.00	\$ (29,806.26)
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 5,366.48	\$ 21,883.23	\$ 12,833.31	\$ 9,049.92
00.000.4510.000 Insurance Expense	\$ 2,184.59	\$ 10,973.34	\$ 17,976.00	\$ (7,002.66)
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ 14,444.71	\$ 14,444.71	\$ 10,500.00	\$ 3,944.71
00.000.4540.000 Employee Benefit Contribution	\$ 12,592.24	\$ 82,931.93	\$ 44,162.44	\$ 38,769.49
00.000.4541.000 Contra Employee Benefits	\$ (3,757.19)	\$ (29,872.64)	\$ (23,383.50)	\$ (6,489.14)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ 4,772.79	\$ 1,166.69	\$ 3,606.10
00.000.4570.000 Collection Losses	\$ 4,266.91	\$ 4,772.79	\$ 1,000.02	\$ 3,772.77
<b>Total Expenses</b>	<b>\$ 76,981.60</b>	<b>\$ 325,168.55</b>	<b>\$ 240,388.33</b>	<b>\$ 84,780.22</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ (16,815.05)</b>	<b>\$ 38,490.33</b>	<b>\$ 101,705.24</b>	<b>\$ (63,214.91)</b>

**Occupancy As of 01/31/2020**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1073	96.15%	43
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	232	93.55%	16
Hillcrest Estates	17	527	513	97.34%	14
Morningview LLC	26	806	793	98.39%	13
The Meadows	25	775	713	92.00%	62
<b>TOTALS:</b>	<b>152</b>	<b>4712</b>	<b>4564</b>	<b>97.18%</b>	<b>148</b>

Repay		Write Offs:	
S. Parady	\$35.57	P. Carney	\$1,570.81
R. Johnson	\$702.68	H. Shaw	\$885.09
<b>Total</b>	<b>\$738.25</b>	<b>Total</b>	<b>\$2,455.90</b>

<b>Section 8</b>	<b>Reserve</b>	<b>Vouchers</b>
\$44,754	<b>Local</b>	<b>129</b>
		<b>Used</b>
		<b>131</b>
<b>Local Programs</b>		
\$121,422		
<b>Fields Lane II</b>		
\$13,408		
<b>Cherry Lane</b>		
\$10,930		

