

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON  
JANUARY 15, 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, Dawn McGrath, Duska Day, Daniel Ayoob, and Donna Currie  
Absent: Rob Langner

**II. REVIEW OF MINUTES**

The MINUTES of the December 18, 2019 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 meeting will take place in January 22<sup>nd</sup> to discuss new rules and to get cooperation from residents about the upcoming changes.

**V. NEW BUSINESS:**

- **CFP 2019-2023 Changes for approval-** The Executive Director meet with the resident Advisory Board on January 8<sup>th</sup> to get approval for changes to the 2019-2023 Capital Fund Plan. The changes would be siding for Borderview instead of composite siding, vinyl and add boiler room door repairs. This Spring the HA will start to get bids use the final funds for 2019's CFP. With 2020 coming out that will only give more funds to work on the siding as well.

**HAFF- 20-07**

**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 2019-2023 Capital Fund Program Plan.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **CFP 2020-2024-** See chart below. It was suggested by Dan Ayoob to check out efficiency Maine for any incentives in regards to the insulation for Borderview Homes in case there isn't enough or what is existing is damaged.

**HAFF 20-08**

**UPON MOTION** made by Donna Currie and seconded by Dan Ayoob

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 2020-2024 Capital Fund Program Plan.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

Year	Description	Cost
2020	Siding at Borderview homes and Boiler room door repairs	\$75,000.00
	Operations	\$25,000.00
		\$100,000.00
2021	Siding at Borderview homes and Boiler room door repairs	\$75,000.00
	Operations	\$25,000.00
		\$100,000.00
2022	Upgrade Genrators at HC and Fields Lane	\$30,000.00
	Upgrade kitchens at FLIII	\$50,000.00
	Operations	\$20,000.00
		\$100,000.00
2023	Upgrade Kitchens at Borderview Homes	\$60,000.00
	Operations	\$40,000.00
		\$100,000.00
2024	Upgrade Kitchens at Borderview Homes	\$60,000.00
	Operations	\$40,000.00
		\$100,000.00

**VI. OTHER:**

• **CFCU CD Maturing**

January 15, 2020 a CD for \$28,000 is maturing. The Executive Director has requested to use the funds for the Borderview shed repairs. This will be very helpful financially. If the money is not needed it can go back into a CD.

HAFF 20-09

**UPON MOTION** made by Dan Ayoob and seconded by Duska Day

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to close the CFCU CD and use the funds for repairs to the Borderview Sheds.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

**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 February 19, 2020 at the Hillcrest Estates Conference Room at 7:00 AM. Meeting was adjourned at 7:44 am.



Stacey Michaud  
Secretary/Treasurer

**Occupancy As of 12/31/2019**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1066	95.52%	50
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	589	95.00%	31
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	26	806	790	98.02%	16
The Meadows	25	775	773	99.74%	2
<b>TOTALS:</b>	<b>152</b>	<b>4712</b>	<b>4613</b>	<b>98.53%</b>	<b>99</b>
<b>Repay</b>		<b>Write Offs:</b>			
S. Parady	\$59.57				
R. Johnson	\$740.68				
<b>Total</b>	<b>\$800.25</b>		<b>Total</b>	<b>\$0.00</b>	

Section 8	Reserve	Vouchers
\$47,751	<b>Local</b>	<b>132</b>
		<b>Used</b>
		<b>131</b>

<b>Local Programs</b>
\$120,530
<b>Fields Lane II</b>
\$15,848
<b>Cherry Lane</b>
\$11,291

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

<b>201912</b>				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (26,817.00)	\$ (156,809.70)	\$ (137,500.02)	\$ (19,309.68)
00.000.3120.000 Excess Utilities	\$ -	\$ (450.21)	\$ -	\$ (450.21)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (22,685.00)	\$ (134,309.67)	\$ (127,672.98)	\$ (6,636.69)
00.000.3610.000 Interest General Fund	\$ (45.30)	\$ (769.92)	\$ (900.00)	\$ 130.08
00.000.3690.100 Late Charges	\$ (200.84)	\$ (915.26)	\$ -	\$ (915.26)
00.000.3690.200 Laundry Receipts	\$ -	\$ (753.00)	\$ (1,000.02)	\$ 247.02
00.000.3690.300 Other Misc. Income	\$ (488.00)	\$ (5,412.37)	\$ (4,900.02)	\$ (512.35)
00.000.3690.400 Collection Of Written Off Receivables	\$ (20.74)	\$ (2,058.66)	\$ -	\$ (2,058.66)
00.000.3690.500 Services W/orders Tenants	\$ (145.00)	\$ (1,499.96)	\$ (750.00)	\$ (749.96)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (20,500.02)	\$ 20,500.02
<b>Total Income</b>	<b>\$ 50,401.88</b>	<b>\$ 302,978.75</b>	<b>\$ 293,223.06</b>	<b>\$ 9,755.69</b>
00.000.4110.000 Administrative Salary	\$ 13,968.50	\$ 91,811.71	\$ 61,606.50	\$ 30,205.21
00.000.4111.000 Contra Administrative Salaries	\$ (8,005.92)	\$ (51,276.80)	\$ (43,035.48)	\$ (8,241.32)
00.000.4130.000 Legal Expense	\$ -	\$ 1,802.41	\$ 1,999.98	\$ (197.57)
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ 10.00	\$ 10.00	\$ -	\$ 10.00
00.000.4145.000 Staff Training	\$ -	\$ 440.00	\$ 1,000.02	\$ (560.02)
00.000.4150.000 Travel Expense	\$ 962.52	\$ 3,946.67	\$ 1,999.98	\$ 1,946.69
00.000.4151.000 Contra Travel	\$ (366.67)	\$ (2,200.02)	\$ (2,200.02)	\$ -
00.000.4151.100 Contra Training	\$ (33.33)	\$ (199.98)	\$ (199.98)	\$ -
00.000.4170.000 Accounting	\$ -	\$ 4,800.00	\$ 2,850.00	\$ 1,950.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,950.00)	\$ (1,950.00)	\$ -
00.000.4173.000 Auditing	\$ 1,400.00	\$ 5,900.00	\$ 1,750.02	\$ 4,149.98
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (1,249.98)	\$ (1,249.98)	\$ -
00.000.4180.000 Telephone	\$ 794.01	\$ 4,005.78	\$ -	\$ 4,005.78
00.000.4190.000 Administrative Sundry	\$ 26.86	\$ 6,068.41	\$ 7,500.00	\$ (1,431.59)
00.000.4191.000 Contra Sundry	\$ (1,416.66)	\$ (8,499.96)	\$ (8,500.02)	\$ 0.06
00.000.4220.000 Tenant Services	\$ 75.00	\$ 180.92	\$ 499.98	\$ (319.06)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 499.98	\$ (499.98)
00.000.4310.000 Water	\$ -	\$ 4,372.50	\$ 7,999.98	\$ (3,627.48)
00.000.4320.000 Electricity	\$ 1,497.71	\$ 6,921.05	\$ 8,500.02	\$ (1,578.97)
00.000.4330.000 Gasoline & Diesel	\$ -	\$ (27.93)	\$ -	\$ (27.93)
00.000.4340.000 Fuel Oil	\$ 9,252.08	\$ 26,093.88	\$ 26,500.02	\$ (406.14)
00.000.4390.000 Sewer	\$ -	\$ 5,063.22	\$ 7,999.98	\$ (2,936.76)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 8,734.76	\$ 69,360.12	\$ 53,100.48	\$ 16,259.64
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 12,402.50	\$ -	\$ 12,402.50
00.000.4411.000 Maintenance Contra	\$ (2,950.03)	\$ (24,047.76)	\$ (17,700.00)	\$ (6,347.76)
00.000.4420.000 Ordinary Maintenance - Material	\$ 976.34	\$ 15,384.89	\$ 42,000.00	\$ (26,615.11)
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 5,825.80	\$ 16,516.75	\$ 10,999.98	\$ 5,516.77
00.000.4510.000 Insurance Expense	\$ 1,315.75	\$ 8,788.75	\$ 15,408.00	\$ (6,619.25)
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 9,000.00	\$ (9,000.00)
00.000.4540.000 Employee Benefit Contribution	\$ 9,917.40	\$ 70,339.69	\$ 37,853.52	\$ 32,486.17
00.000.4541.000 Contra Employee Benefits	\$ (3,831.11)	\$ (26,115.45)	\$ (20,043.00)	\$ (6,072.45)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (68,481.00)	\$ (29,500.02)	\$ (38,980.98)
00.000.4570.000 Collection Losses	\$ 4,266.91	\$ 4,772.79	\$ 1,000.02	\$ 3,772.77
<b>Total Expenses</b>	<b>\$ 37,619.68</b>	<b>\$ 174,933.16</b>	<b>\$ 175,689.96</b>	<b>\$ (756.80)</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 12,782.20</b>	<b>\$ 128,045.59</b>	<b>\$ 117,533.10</b>	<b>\$ 10,512.49</b>