

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON  
APRIL 15, 2020  
VIA ZOOM CONFERENCE  
FORT FAIRFIELD, ME 04742**

**I. ROLL CALL**

Chairman, Meg Hegemann called the meeting to order; those present were: Randolph Bouchard, Duska Day, and Daniel Ayoob, Donna Currie and Dawn McGrath were present via a conference call

Absent: None

**II. REVIEW OF MINUTES**

The MINUTES of the March 18, 2020 Regular Meeting were presented for review and approval.

**UPON MOTION** made by Duska Day and seconded by Dan Ayoob the MINUTES as presented were approved.

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

Donna Currie has suggested to find an easier way to mark income compared to expenses. The Executive Director will look into that and see what can be done.

**IV. UNFINISHED BUSINESS:**

- **Consolidated Budget Draft FY 2021-** The 2021 Consolidated Budget has been submitted for approval after making the changes as requested during March 2020's meeting.

**HAFF- 20-20**

**UPON MOTION** made by Duska Day and seconded by Daniel Ayoob to accept the 2021 Consolidated Budget

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 2021 Consolidated Budget

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Nominations for Commissioner-** Andrew Coiley was asked if he was interested in becoming and member of the Housing Authority Board and he said yes.

**HAFF- 20-21**

**UPON MOTION** made by Duska Day and seconded by Donna Currie to nominate Andrew Coiley as a Commissioner of the Housing Authority Board.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve Andrew Coiley as Commissioner of The Housing Authority of Fort Fairfield.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Borderview Siding** – Lowe’s was selected to do the siding for Borderview Homes. The 2 prices amounts were for the type of siding. We went with the Cypress color and it was for the lower price.

**V. NEW BUSINESS:**

- **Lawn Mower** – The Housing Authority is in need of a new zero turn. The current New Holland is costing the Housing Authority more and more each year to fix. 4 quotes were received and after speaking to a few professionals about the mowers the Maintenance Team seemed really excited for the New Exmark Laser E Series. It was also in stock.

Zero Turns	
Company	Price
Gary’s Yamaha Exmark	\$8,599.00
Gary’s Yamaha Husqvarna	\$8,599.00
Mike and Sons Toro	\$9,999.99
Theriault Equipment John Deere	\$9,149.00

**HAFF- 20-22**

**UPON MOTION** made by Randolph Bouchard and seconded by Dawn McGrath to purchase the New Exmark Zero Turn from Gary’s Yamaha.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to purchase the Exmark from Gary’s Yamaha.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Cherry Lane Fence**  
The Housing Authority has received one quote for a privacy fence at Cherry Lane behind building 14. The price would be \$6, 133.95. The Executive Director was not comfortable spending this amount of money when there have been other maintenance issues coming up with the 2-year-old buildings. The commissioners agreed the price was high but would like a fence put up since one was promised to them at move in by the former Executive Director. It was suggested to have Lowe’s give a price and maybe find something that will ensure privacy.
- **Emergency Action Plan** –The current plan does not cover what the Housing Authority should do in case of a Pandemic or Epidemic. To create a guide for the Housing Authority the Executive Director has written a policy that can be used

## ***Pandemics and Epidemics***

*In response to Epidemics or Pandemics the Housing Authority will implement the following steps depending on severity to protect its residents and staff. The Housing Authority will also follow State, Federal and HUD Guidelines and use them as a resource.*

*Depending of the severity of the Pandemic each step increases the safety of staff and residents. Communication will be key during this process. Residents will be able to reach the staff by phone or email. The website and Facebook page will be updated regularly and notices will be mailed to residents informing them of any changes in operations. Staff can communicate through texting, phone calls and emails as well. Letters will be sent informing residents their options for paying rent such as, usage of the drop box, mailing of money orders or checks or direct withdrawal from their bank.*

- 1. Inform residents to stay home if sick and to inform staff if they are sick when they call in a work order and inspection. Staff who are sick will be asked to stay home. Staff can use their Earned Time as needed or take leave without pay.*
- 2. Close to the Public – to reduce the spreading and risk of infection the office will be closed to the Public. Inspections and non-emergency work orders will be halted until the pandemic is over. The phone lines will still be open for residents to call. Signing of paper work, move ins and move outs will be halted as well.
  - Cleaning of Common areas such as community rooms, laundry rooms, railings and elevators will be done 3 times daily to prevent the spreading of infection*
  - Offices will be cleaned daily*
  - Emergency Work Orders, vacant units and other work such as REAC prep and grounds work will be completed as long as it is safe for staff and residents.*
  - Implementation of Waivers with HUD guidance**
- 3. Stagger shifts between employees. Employees will alternate shifts to keep the office “open”, to collect rent, answer phones, and receive and send mail. Payroll and bills and HAP Payments will be performed as usual as long as funding is available.*
- 4. If employees do not feel safe, they may request to take time off. They may use their Earned Time or Leave without pay. Both options will follow the Personnel Policy for usage.*

**HAFF 20-23**

**UPON MOTION** made by Daniel Ayoob and seconded by Donna Currie to accept the changes to the Emergency Action Plan to include Pandemics and Epidemics.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve changes to the Emergency Action Plan to include Pandemics and Epidemics

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- The Board went into EXECUTIVE SECCSION**

## **VI. OTHER:**

## **VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Daniel Ayoob and seconded by Randolph Bouchard it was passed unanimously to adjourn.

The next meeting will be held Wednesday May 20, 2020. The Meeting will be held again via ZOOM. Meeting was adjourned at **8:19am.**



Stacey Michaud  
Secretary/Treasurer

Occupancy As of 03/31/2020					
Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1116	100.00%	0
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	618	99.68%	2
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	806	100.00%	0
The Meadows	25	775	767	98.97%	8
<b>TOTALS:</b>	<b>152</b>	<b>4712</b>	<b>4702</b>	<b>99.83%</b>	<b>10</b>
Repay		Write Offs:			
R. Johnson	\$636.68				
Total	\$636.68				
			Total	\$0.00	
<b>Section 8</b>	<b>Reserve</b>				
\$46,366	Local	<b>Vouchers</b>			
		129			
		Used			
<b>Local Programs</b>		131			
\$132,201					
<b>Fields Lane II</b>					
\$18,731					
<b>Cherry Lane</b>					
\$11,122					

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

<b>202003</b>				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$(30,072.00)	\$(237,559.13)	\$(206,250.03)	\$(31,309.10)
00.000.3120.000 Excess Utilities	\$ -	\$ (580.36)	\$ -	\$ (580.36)
00.000.3300.000 HUD Operating Subsidy Grant	\$ -	\$(196,861.00)	\$(191,509.47)	\$ (5,351.53)
00.000.3610.000 Interest General Fund	\$ (173.32)	\$ (1,798.59)	\$ (1,350.00)	\$ (448.59)
00.000.3690.100 Late Charges	\$ (104.80)	\$ (1,316.21)	\$ -	\$ (1,316.21)
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,143.50)	\$ (1,500.03)	\$ 356.53
00.000.3690.300 Other Misc. Income	\$ (656.30)	\$ (6,659.65)	\$ (7,350.03)	\$ 690.38
00.000.3690.400 Collection Of Written Off Receivables	\$ (720.00)	\$ (2,838.66)	\$ -	\$ (2,838.66)
00.000.3690.500 Services W/orders Tenants	\$ (269.00)	\$ (3,684.16)	\$ (1,125.00)	\$ (2,559.16)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (30,750.03)	\$ 30,750.03
<b>Total Income</b>	<b>\$ 31,995.42</b>	<b>\$ 452,441.26</b>	<b>\$ 439,834.59</b>	<b>\$ 12,606.67</b>
00.000.4110.000 Administrative Salary	\$ 17,017.14	\$ 140,904.36	\$ 92,409.75	\$ 48,494.61
00.000.4111.000 Contra Administrative Salaries	\$ (8,005.92)	\$ (75,361.56)	\$ (64,553.22)	\$(10,808.34)
00.000.4130.000 Legal Expense	\$ 893.90	\$ 3,225.29	\$ 2,999.97	\$ 225.32
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ 10.00
00.000.4145.000 Staff Training	\$ -	\$ 440.00	\$ 1,500.03	\$ (1,060.03)
00.000.4150.000 Travel Expense	\$ -	\$ 4,353.07	\$ 2,999.97	\$ 1,353.10
00.000.4151.000 Contra Travel	\$ (366.67)	\$ (3,300.03)	\$ (3,300.03)	\$ -
00.000.4151.100 Contra Training	\$ (33.33)	\$ (299.97)	\$ (299.97)	\$ -
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 4,275.00	\$ 2,925.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,925.00)	\$ (2,925.00)	\$ -
00.000.4173.000 Auditing	\$ 100.00	\$ 6,000.00	\$ 2,625.03	\$ 3,374.97
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (1,874.97)	\$ (1,874.97)	\$ -
00.000.4180.000 Telephone	\$ 709.91	\$ 6,080.37	\$ -	\$ 6,080.37
00.000.4190.000 Administrative Sundry	\$ 1,485.33	\$ 10,578.64	\$ 11,250.00	\$ (671.36)
00.000.4191.000 Contra Sundry	\$ (1,416.66)	\$ (12,749.94)	\$ (12,750.03)	\$ 0.09
00.000.4220.000 Tenant Services	\$ -	\$ 205.10	\$ 749.97	\$ (544.87)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 749.97	\$ (749.97)
00.000.4310.000 Water	\$ -	\$ 8,660.59	\$ 11,999.97	\$ (3,339.38)
00.000.4320.000 Electricity	\$ 1,479.19	\$ 11,752.35	\$ 12,750.03	\$ (997.68)
00.000.4330.000 Gasoline & Diesel	\$ -	\$ (27.93)	\$ -	\$ (27.93)
00.000.4340.000 Fuel Oil	\$ 3,035.95	\$ 52,864.97	\$ 39,750.03	\$ 13,114.94
00.000.4390.000 Sewer	\$ -	\$ 9,763.58	\$ 11,999.97	\$ (2,236.39)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,674.82	\$ 101,180.82	\$ 79,650.72	\$ 21,530.10
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 582.00	\$ 13,404.50	\$ -	\$ 13,404.50
00.000.4411.000 Maintenance Contra	\$ (4,071.61)	\$ (34,617.07)	\$ (26,550.00)	\$ (8,067.07)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,852.24	\$ 23,020.65	\$ 63,000.00	\$(39,979.35)
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 1,577.63	\$ 35,977.82	\$ 16,499.97	\$ 19,477.85
00.000.4510.000 Insurance Expense	\$ (2,563.00)	\$ 12,377.00	\$ 23,112.00	\$(10,735.00)
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ -	\$ 14,444.71	\$ 13,500.00	\$ 944.71
00.000.4540.000 Employee Benefit Contribution	\$ 11,453.34	\$ 104,287.41	\$ 56,780.28	\$ 47,507.13
00.000.4541.000 Contra Employee Benefits	\$ (3,828.47)	\$ (37,553.34)	\$ (30,064.50)	\$ (7,488.84)
00.000.8020.100 Capital Fund Grant - Capital	\$ (4,860.00)	\$ (77,843.45)	\$ (44,250.03)	\$(33,593.42)
00.000.4570.000 Collection Losses	\$ -	\$ 7,228.69	\$ 1,500.03	\$ 5,728.66
<b>Total Expenses</b>	<b>\$ 25,182.46</b>	<b>\$ 327,406.66</b>	<b>\$ 263,534.94</b>	<b>\$ 63,871.72</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 6,812.96</b>	<b>\$ 125,034.60</b>	<b>\$ 176,299.65</b>	<b>\$ (51,265.05)</b>

