

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
JUNE 17, 2020
VIA ZOOM CONFERENCE
FORT FAIRFIELD, ME 04742**

I. ROLL CALL

Chairman, Meg Hegemann called the meeting to order; those present via conference calls were: Randolph Bouchard, Duska Day, and Daniel Ayoub, Donna Currie.

Absent: Dawn McGrath and Andy Coiley

II. REVIEW OF MINUTES

The MINUTES of the May 20, 2020 Regular Meeting were presented for review and approval. **UPON MOTION** made by Dan Ayoub and seconded by Randolph Bouchard the MINUTES as presented were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The Admin Salary Contra account is much higher this month due to the COVID Funds paying back payroll when the staff were working staggered shifts. Insurance expense was corrected because the journal entries to expense prepaid insurance were done backwards. The COVID Funds will not show up on the report

IV. UNFINISHED BUSINESS:

- Policy Changes - The following are changes to the clothing policy for the Maintenance.
 - *Change 1. Change Navy Dickies to just say Dickie Style pants or jeans.*
 - *Change 2. The Maintenance Staff may wear shorts that hit at the knee or lower and capris pants ONLY during jobs such as painting or cleaning empty units. Sneakers or boots may be worn – no sandals during these jobs only. Failure to comply with these terms will result in revoking of this policy.*

The office staff were happy with the current policy and will not need changes.

HAFF 20-24

UPON MOTION made by Duska Day and seconded by Randolph Bouchard to accept the changes to the Personnel Policy for the Maintenance Clothing Policy.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the changes to the Maintenance Clothing Policy.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Cherry Lane Budget-** The Executive Director presented the Board with a revised version of the Cherry Lane FY 21 Budget. To save money for emergencies and the fence \$200.00 a month will be put into a reserve account.

HAFF 20-25

UPON MOTION made by Randolph Bouchard and seconded by Donna Currie to accept the Revision of the 2021 Cherry Lane Budget.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Revision of the 2021 Cherry Lane Budget.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

V. NEW BUSINESS:

- **COVID 19 Funds and Expenses-** With the COVID Funds the Housing Authority has been purchasing cleaning supplies, gloves, masks, paper, envelopes, office supplies, new thermostats, hard drives, battery backups and updating software. Fitbits and hazard bonuses were given to employees for their hard work and to continue to stay healthy and fit during this chaotic time.
- **COVID 19 Plan-** The Housing Authority would like to open up June 1st to our residents and public. We will ask residents to wear masks if they come in and to limit one person in at a time. The staff will push for appointments to residents to sign papers. Maintenance will also be able to start work on non-emergency work orders and inspections. Masks will be required. Staff will be going back to full time hours May 18th.
- **New Employee-** Donna Nadeau was hired as the new Occupancy Admin Support Specialist (front Desk). She has worked with the HA before as a volunteer and is very excited to work with us!
- **Additional Policy Changes-** There was a recent confusion about FMLA being offered by the Housing Authority by an employee who was terminated. Per Federal and State Law FMLA is offered to business with 50 or more employees. The max the Housing Authority has is 11. Therefor the Housing Authority is not required to offer FMLA. There is a paragraph in the policy about FMLA and extending the program from 12 weeks to 6 months. The Executive Director would like to have this removed from the Personnel Policy to avoid further confusion.

HAFF 20-26

UPON MOTION made by Dan Ayoob and seconded by Randolph Bouchard to remove FMLA from the Personnel Policy.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the removal of FMLA from the Personnel Policy.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

- The Borderview Playgrounds will be updated this summer with new mulch and paint. They are in disrepair and need to be fixed and maintained going forward.
- New Commissioner and renewal of term – Kerby Doughty has agreed to serve as a new Commissioner to fill the term of Meg Hegemann who is stepping down at the end of the month. Randolph Bouchard's term ends June 30, 2020 and is interested in renewing his term for another 5 years.

UPON MOTION made by Dan Ayoob and seconded by Duska Day to nominate Kerby Doughty as a Commissioner.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the nomination of Kerby Doughty as Commissioner.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

UPON MOTION made by Dan Ayoob and seconded by Duska Day to renew Randolph Bouchard's term as Commissioner

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the renewal of Randolph Bouchard's term as Commissioner

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 Donna Currie it was passed unanimously to adjourn.

The next meeting will be held Wednesday July 15, 2020. The meeting will take place at the Fields Lane Community Room for the Annual Meeting. Meeting was adjourned at 7:58am.



Stacey Michaud
Secretary/Treasurer

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

202005				
	Desc	Current Period	Current Year	Year To Date Budget
				Variance
	00.000.3110.000 Dwelling Rentals	\$ (24,557.13)	\$ (287,720.26)	\$ (252,083.37) \$ (35,636.89)
	00.000.3120.000 Excess Utilities	\$ -	\$ (580.36)	\$ - \$ (580.36)
	00.000.3300.000 HUD Operating Subsidy Grant	\$ (30,675.00)	\$ (256,944.00)	\$ (234,067.13) \$ (22,876.87)
	00.000.3610.000 Interest General Fund	\$ (7.40)	\$ (1,815.05)	\$ (1,650.00) \$ (165.05)
	00.000.3690.100 Late Charges	\$ -	\$ (1,316.21)	\$ - \$ (1,316.21)
	00.000.3690.200 Laundry Receipts	\$ (751.75)	\$ (1,895.25)	\$ (1,833.37) \$ (61.88)
	00.000.3690.300 Other Misc. Income	\$ (485.67)	\$ (8,445.32)	\$ (8,983.37) \$ 538.05
	00.000.3690.400 Collection Of Written Off Receivables	\$ (60.00)	\$ (2,999.66)	\$ - \$ (2,999.66)
	00.000.3690.500 Services W/orders Tenants	\$ (149.00)	\$ (3,833.16)	\$ (1,375.00) \$ (2,458.16)
	00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (37,583.37) \$ 37,583.37
	Total Income	\$ 56,685.95	\$ 565,549.27	\$ 537,575.61 \$ 27,973.66
	00.000.4110.000 Administrative Salary	\$ 5,589.84	\$ 158,873.99	\$ 112,945.25 \$ 45,928.74
	00.000.4111.000 Contra Administrative Salaries	\$ (8,005.92)	\$ (91,373.40)	\$ (78,898.38) \$ (12,475.02)
	00.000.4130.000 Legal Expense	\$ -	\$ 3,600.29	\$ 3,666.63 \$ (66.34)
	00.000.4131.000 Contra Legal	\$ -	\$ -	\$ - \$ -
	00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ - \$ 10.00
	00.000.4145.000 Staff Training	\$ -	\$ 440.00	\$ 1,833.37 \$ (1,393.37)
	00.000.4150.000 Travel Expense	\$ 43.70	\$ 4,491.70	\$ 3,666.63 \$ 825.07
	00.000.4151.000 Contra Travel	\$ (366.67)	\$ (4,033.37)	\$ (4,033.37) \$ -
	00.000.4151.100 Contra Training	\$ (33.33)	\$ (366.63)	\$ (366.63) \$ -
	00.000.4170.000 Accounting	\$ -	\$ 9,600.00	\$ 5,225.00 \$ 4,375.00
	00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (3,575.00)	\$ (3,575.00) \$ -
	00.000.4173.000 Auditing	\$ -	\$ 6,000.00	\$ 3,208.37 \$ 2,791.63
	00.000.4174.000 Audit Contra	\$ (208.33)	\$ (2,291.63)	\$ (2,291.63) \$ -
	00.000.4180.000 Telephone	\$ 601.19	\$ 7,464.43	\$ - \$ 7,464.43
	00.000.4190.000 Administrative Sundry	\$ 5,177.64	\$ 16,841.37	\$ 13,750.00 \$ 3,091.37
	00.000.4191.000 Contra Sundry	\$ (1,416.66)	\$ (15,583.26)	\$ (15,583.37) \$ 0.11
	00.000.4220.000 Tenant Services	\$ -	\$ 205.10	\$ 916.63 \$ (711.53)
	00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 916.63 \$ (916.63)
	00.000.4310.000 Water	\$ -	\$ 12,904.64	\$ 14,666.63 \$ (1,761.99)
	00.000.4320.000 Electricity	\$ 1,344.25	\$ 14,571.82	\$ 15,583.37 \$ (1,011.55)
	00.000.4330.000 Gasoline & Diesel	\$ -	\$ 543.13	\$ - \$ 543.13
	00.000.4340.000 Fuel Oil	\$ 9,801.19	\$ 70,715.84	\$ 48,583.37 \$ 22,132.47
	00.000.4390.000 Sewer	\$ -	\$ 14,242.18	\$ 14,666.63 \$ (424.45)
	00.000.4410.000 Ordinary Maintenance - Labor	\$ 3,223.56	\$ 112,881.32	\$ 97,350.88 \$ 15,530.44
	00.000.4410.200 Ordinary Maintenance/summer Help	\$ 1,780.00	\$ 15,208.50	\$ - \$ 15,208.50
	00.000.4411.000 Maintenance Contra	\$ (4,312.81)	\$ (41,879.91)	\$ (32,450.00) \$ (9,429.91)
	00.000.4420.000 Ordinary Maintenance - Material	\$ 2,003.63	\$ 31,422.92	\$ 77,000.00 \$ (45,577.08)
	00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 2,385.84	\$ 39,214.66	\$ 20,166.63 \$ 19,048.03
	00.000.4510.000 Insurance Expense	\$ 2,581.00	\$ 27,757.00	\$ 28,248.00 \$ (491.00)
	00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ - \$ -
	00.000.4520.000 P.i.l.o.t.	\$ -	\$ 14,444.71	\$ 16,500.00 \$ (2,055.29)
	00.000.4540.000 Employee Benefit Contribution	\$ 8,307.43	\$ 121,505.55	\$ 69,398.12 \$ 52,107.43
	00.000.4541.000 Contra Employee Benefits	\$ (4,015.91)	\$ (45,210.28)	\$ (36,745.50) \$ (8,464.78)
	00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (232,036.49)	\$ (54,083.37) \$ (177,953.12)
	00.000.4570.000 Collection Losses	\$ -	\$ 7,228.69	\$ 1,833.37 \$ 5,395.32
	Total Expenses	\$ 24,154.64	\$ 253,817.87	\$ 322,098.26 \$(68,280.39)
	Current Year Income & Expense	\$ 32,531.31	\$ 311,731.40	\$ 215,477.35 \$ 96,254.05

Occupancy As of 05/31/2020

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	620	100.00%	0
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	522	99.05%	5
Morningview LLC	26	806	806	100.00%	0
The Meadows	25	775	758	97.81%	17
TOTALS:	152	4712	4690	99.61%	22
Repay			Write Offs:		
R. Johnson	\$570.68				
Total	\$570.68				
			Total	\$0.00	
Section 8	Reserve				
\$59,947	Local	Vouchers			
		130			
		Used			
Local Programs		132			
\$135,348					
Fields Lane II					
\$20,408					
Cherry Lane					
\$9,220					
COVID 19 OP Subsidy		\$ 13,435.11			
COVID 19 Expenses		\$ 13,447.08			
Section 8 COVID Balance		\$ 11,742.23			

